Disabled American Veterans
Membership System User Manual
for
National Service Officers
and
Transition Service Officers

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Basic Web Application Usage

Full Screen Mode

The membership application user interface has been designed to take advantage of as much screen space as possible and minimize scrolling. This requires the internal user to be in Full Screen Mode. To enter Full Screen Mode strike <F11> on the keyboard. To leave Full Screen Mode strike <F11> again.

Tabbing

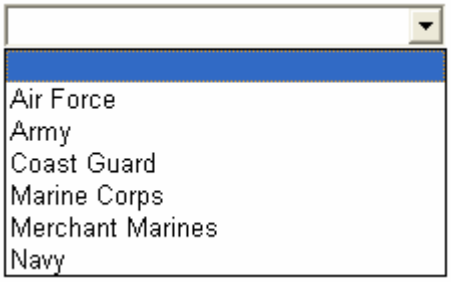
Navigation through the page can be accomplished through the use of the <TAB> key on the keyboard. In most cases tabbing is left to right, top to bottom and follows the same order as data entry would from printed forms.

<TAB>	Move the cursor forward one screen element
<SHIFT><TAB>	Move the cursor backward one screen element

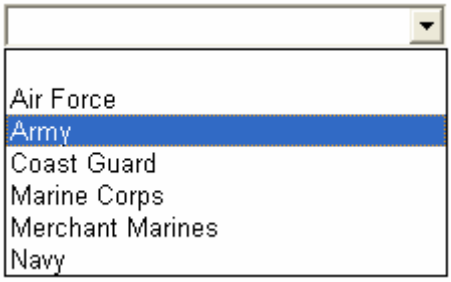
Pull Down Menus

Pull down menus allow the user to select from a list of many options.

A pull down menu with no value selected.



A pull down menu with the list expanded.



A pull down list with the desired value selected.

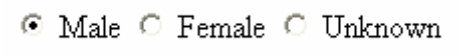
A pull down list with the selection complete.

When selecting from long pull down menus, such as State or Country, it is possible to jump to the selected value using only the keyboard. For example, using the pull down menu above as an example we want to select Merchant Marines without using the mouse. With the cursor on the pull down menu hit the <M> key twice. The first strike of the <M> key brings up Marine Corps. The second strike of the <M> key brings up the next value in the list beginning with an 'M'. In our example this is Merchant Marines.

Also note that while on a pull down menu striking the <ENTER> key will not affect any buttons on the screen associated with the key. The user must tab out of the pull down menu before striking <ENTER>.

Radio Buttons

Radio buttons are used when selection values are unique. In other words, the user may only select one value in the list.

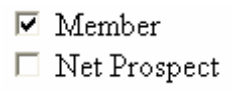


When the user tabs into a list of radio buttons they may move from button to button using the left and right arrow keys on the keyboard. To select a button press the <SPACE BAR> while the cursor is on the desired button.

WARNING: Once the user makes a selection in a list of radio buttons they will not be able to turn the selection off. They may change the selection to another button but will be required to have a selection.

Check Boxes

Check boxes are used when selection values can contain more than one value. In other words, the user may select as many of the check boxes as desired.



When the user tabs into a list of check boxes they may move from box to box using the <TAB> key. To select a box press the <SPACE BAR> while the cursor is on the desired box.

Calendars and Dates

Capturing dates correctly is very important to the system. When entering the date it must be in one of the following formats:

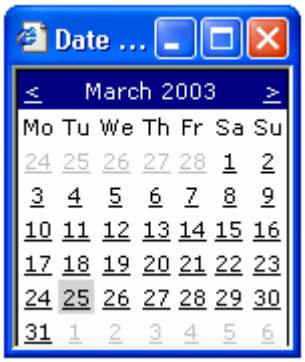
mm/dd/yyyy	eg: 03/23/2003
mmddyyyy	eg: 03232003

It may be useful to use the following keyboard shortcuts:

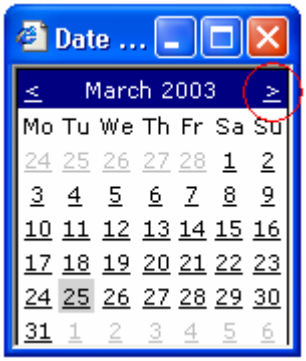
Today's Date	<.>
Next Day	<+>
Previous Day	<->

It is also possible to bring up a calendar in order to select the date. To bring up a calendar use the mouse to click on the calendar icon following the field. You may also tab out of the date field and onto the calendar icon and hit <ENTER> to open the calendar. The calendar icon is shown below.

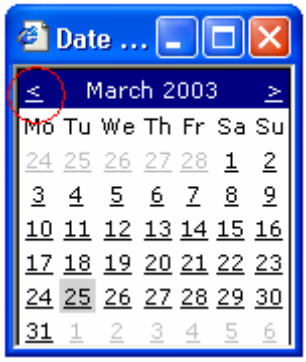
The following is an example of the calendar that appears:



To advance forward one month click on the arrow to the right of the Month and Year as shown below:



To go back one month click on the arrow to the left of the Month and Year as shown below:



To select the desired date simply click on the day.

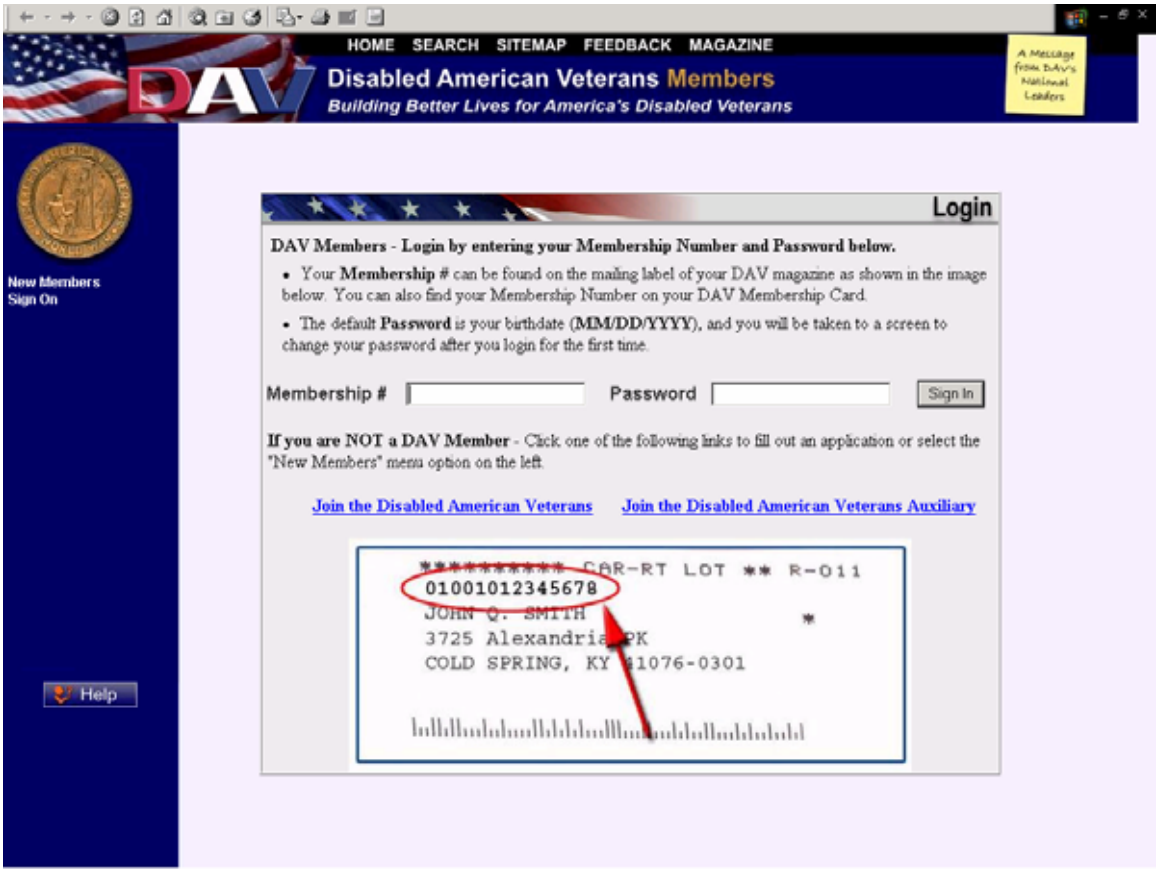
Tool Tips

Almost every field in the application has an associated Tool Tip. Tool tips appear when the mouse is left to hover briefly over the field. The tool tip then appears revealing important information concerning the field. Move the mouse away from the field and the tool tip disappears.

Member Login

Overview

To access the Membership System, you need to go to the website address: www.davmembers.org. The following login screen will display:


HOME SEARCH SITEMAP FEEDBACK MAGAZINE
Disabled American Veterans Members
Building Better Lives for America's Disabled Veterans
A Message from DAV's National Leaders
New Members Sign On
Help
Login
DAV Members - Login by entering your Membership Number and Password below.
Your Membership # can be found on the mailing label of your DAV magazine as shown in the image below. You can also find your Membership Number on your DAV Membership Card.
The default Password is your birthdate (MM/DD/YYYY), and you will be taken to a screen to change your password after you login for the first time.
Membership #
Password
Sign In
If you are NOT a DAV Member - Click one of the following links to fill out an application or select the "New Members" menu option on the left.
Join the Disabled American Veterans
Join the Disabled American Veterans Auxiliary
********** CAR-RT LOT ** R-011
01001012345678
JOHN Q. SMITH
3725 Alexandria PK
COLD SPRING, KY 41076-0301

Usage

Type in your membership number and password. The default password is your birth date to be entered in the format MM/DD/YYYY, and you will be taken to a screen to change your password for the first time. If you are not a member, clicking on the Join the Disabled American Veterans link will take you to a membership application.

Change Password

Overview

You will be prompted with this screen automatically the first time you login so that you can change your default password to a new unique password. You may also access this screen from the Maintain Information menu if you decide to change your password again.

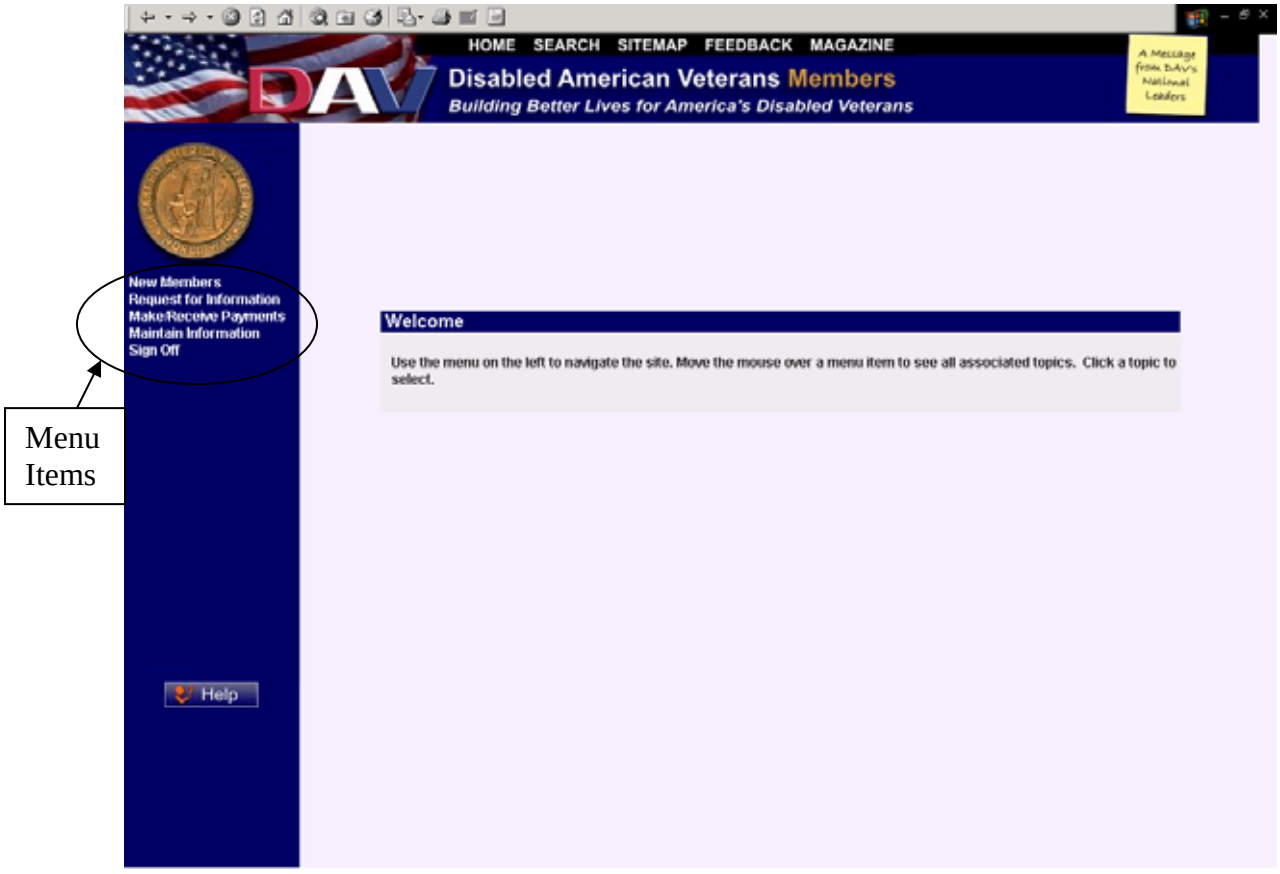
Usage

To change your password, type your passwords in the required fields and press Submit. Note: Passwords must be at least 6 characters long and can be letters or numbers, but no special characters. **Passwords are case sensitive.**

Welcome

Overview

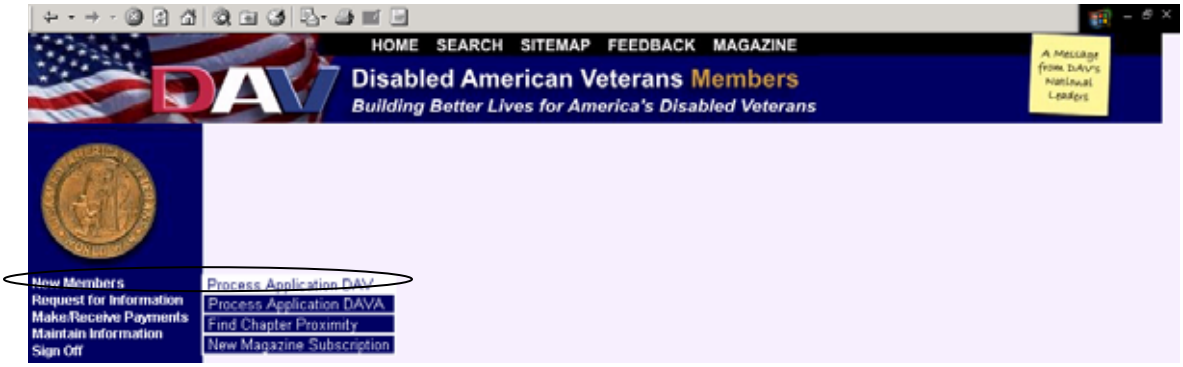
Once you have successfully logged in, the Welcome screen will display. On the left, in the blue you will be able to access Menu items.


HOME SEARCH SITEMAP FEEDBACK MAGAZINE
Disabled American Veterans Members
Building Better Lives for America's Disabled Veterans
A Message from DAV's National Leaders
New Members
Request for Information
Make/Receive Payments
Maintain Information
Sign Off
Help
Welcome
Use the menu on the left to navigate the site. Move the mouse over a menu item to see all associated topics. Click a topic to select.
Menu Items

Process DAV Application

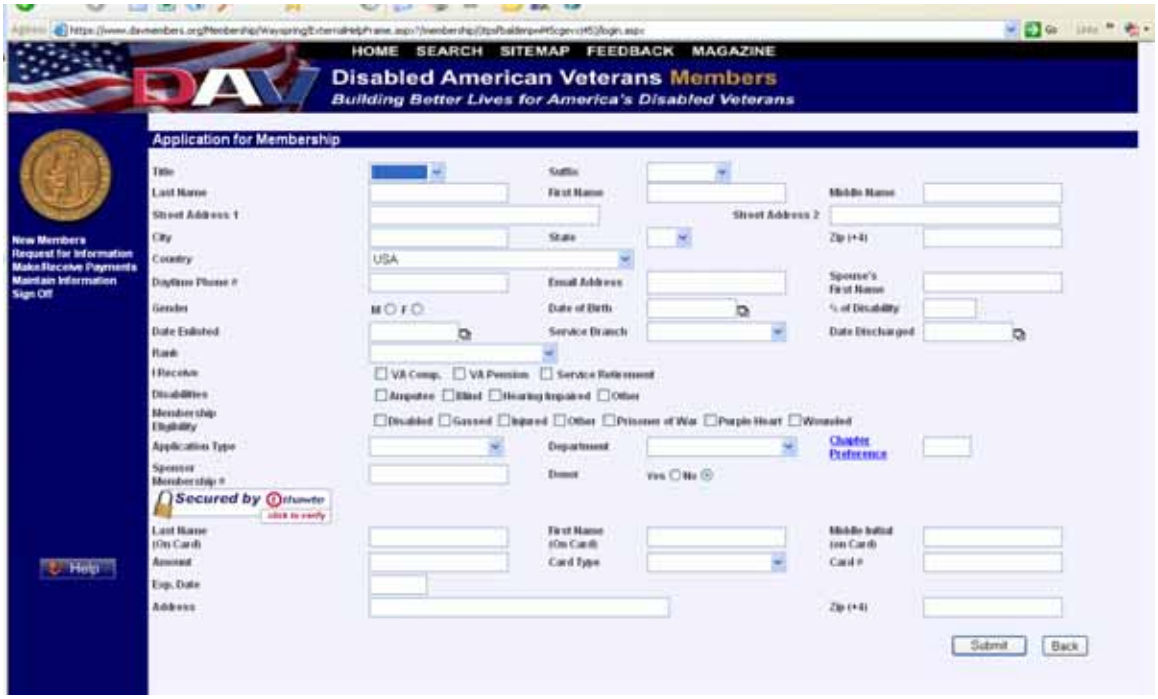
Navigation

From the New Members menu, select Process Application DAV.



Overview

The purpose of this screen is to facilitate the process of entering membership applications for DAV.



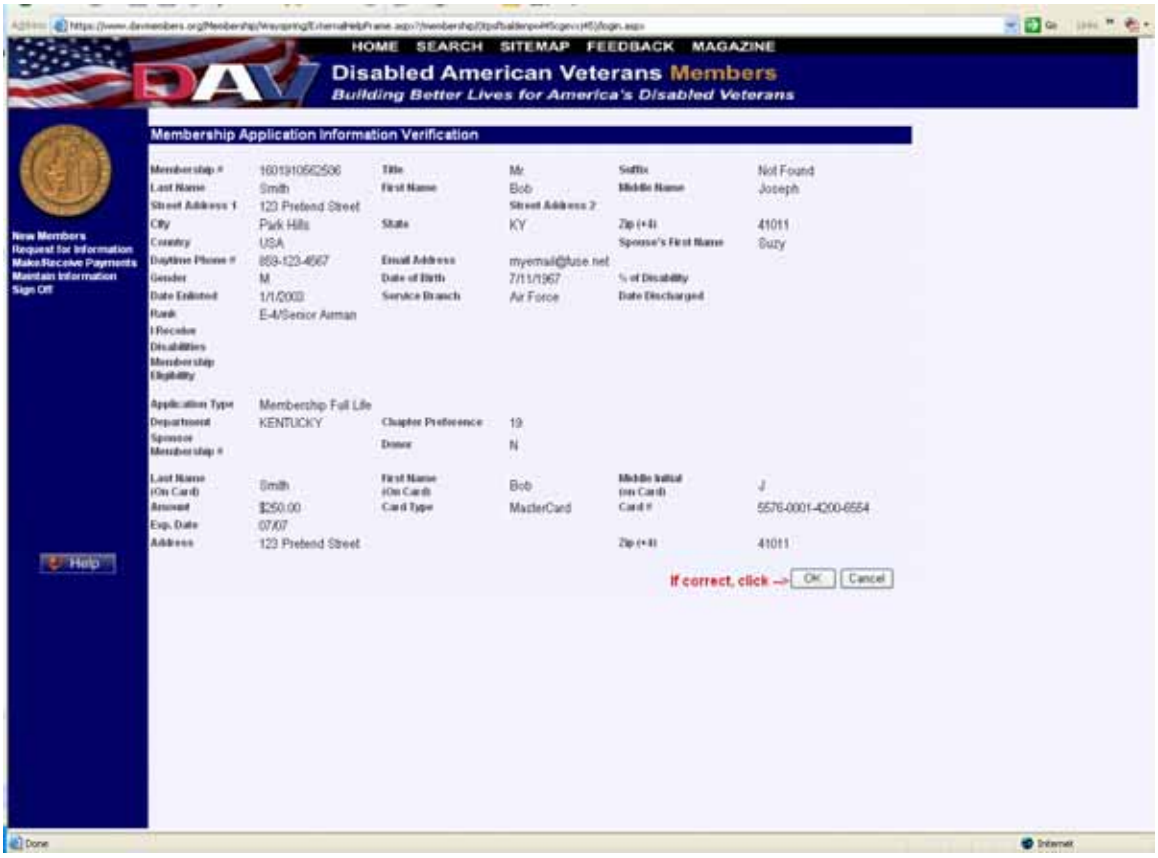
Usage

Type all member information in the appropriate fields. The pull-down menu for Rank is determined by the Service Branch selected.

If the applicant does not know the Chapter Number, they may perform a Chapter Proximity Lookup by clicking on the Chapter Preference field label. (The use of the Chapter Proximity Lookup screen is covered on page 13 in this manual.) Once they have determined the Chapter number using the lookup function, they can return to the application by clicking the back button on their browser and enter it in the appropriate field.

When adding foreign addresses set the State to 'XX' and the Zip Code to '00000'.

Once all information has been entered, click on submit to submit the application information. A confirmation screen will display:

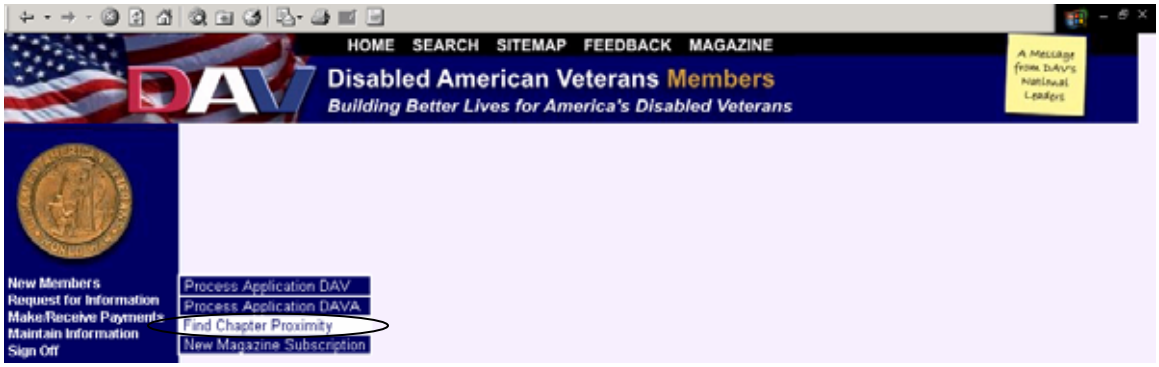


Click on OK if the information is correct or click on Cancel to return to the previous screen to make edits.

Chapter Proximity Lookup

Navigation

From the New Members menu, select Find Chapter Proximity.



Overview

The purpose of this screen is to display the chapters or units that have members residing in the zip code entered. The results of the screen can be used to place a member into a chapter or to send meeting information via email.

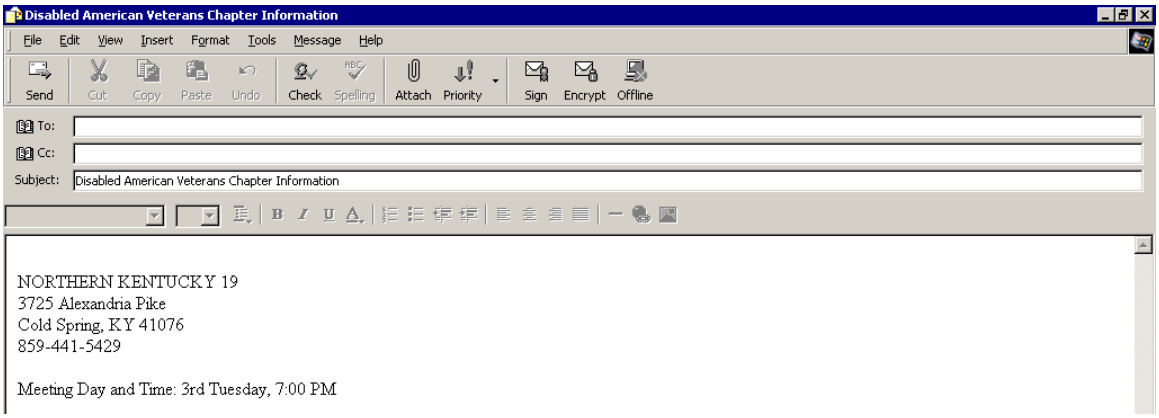
Usage

Select whether to look for DAV Chapters or DAVA Units, enter the zip code and click on Search.
Zip code is required.

The result set is then displayed on the same page in the following format:

HOME SEARCH SITEMAP FEEDBACK MAGAZINE
Disabled American Veterans Members
Building Better Lives for America's Disabled Veterans
Chapter Proximity Lookup
DAV DAVA
Zip Code 41076
Enter Zip Code
Search
Cancel
New Members
Request for Information
Make/Receive Payments
Maintain Information
Sign Off
Help
Chapter/Unit Number | Number of Members | Address | Phone # | Meeting Day and Time
19 | 86 | 3725 Alexandria Pike , Cold Spring, KY 41076 | 859-441-5429
148 | 8 | 8266 Alex Pike VFW , Alexandria, KY 41001 | 859-781-7956
1 | 3 | 717 W M L King 101ab , Cincinnati, OH 45220 | 513-257-5703
103 | 2 | San Antonio Church , Cincinnati, OH 45211 | 513-251-1470
149 | 2 | 298 Prairie Drive , Louisville, KY 40223 | 502-939-1003
155 | 2 | Hwy 146 , Pendleton, KY 40068 | 502-743-5372
1 | 1 | 85 Amherst St , Buffalo, NY 14207 | 716-825-7731
1 | 1 | 8040 Parallel Pkwy , Kansas City, KS 66110 | 913-334-6989
4 | 1 | 3011 Geo Washington , Wichita, KS 67210 | 316-684-4473
7 | 1 | 3901 N 70th St , Lincoln, NE 68501 | 402-821-3547
11 | 1 | 219 S Betty Lane , Clearwater, FL 33576 | 727-796-3454
13 | 1 | 140 Corey Ave , St Petersburg Bch, FL 33706 | 727-398-6009
19 | 1 | 2079 12 Mile Rd , Berkley, MI 48072 | 248-547-8847
26 | 1 | Dairy Queen US 27 , Falmouth, KY 41040 | 859-472-1067
36 | 1 | Jaycees Center , Waldorf, MD 20601 | 301-782-7872
43 | 1 | 4810 S Laramie , Chicago, IL 60638 | 773-586-3870
47 | 1 | 722 Rose Rd , Somerset, KY 42501
63 | 1 | Memory Ln Am Legion , Batavia, OH 45103 | 937-393-9219
89 | 1 | 810 Barret Ave , Louisville, KY 40204 | 812-283-3237
1

Clicking on the email icon (envelope at the end of each row) brings up the meeting time and location information in an email.

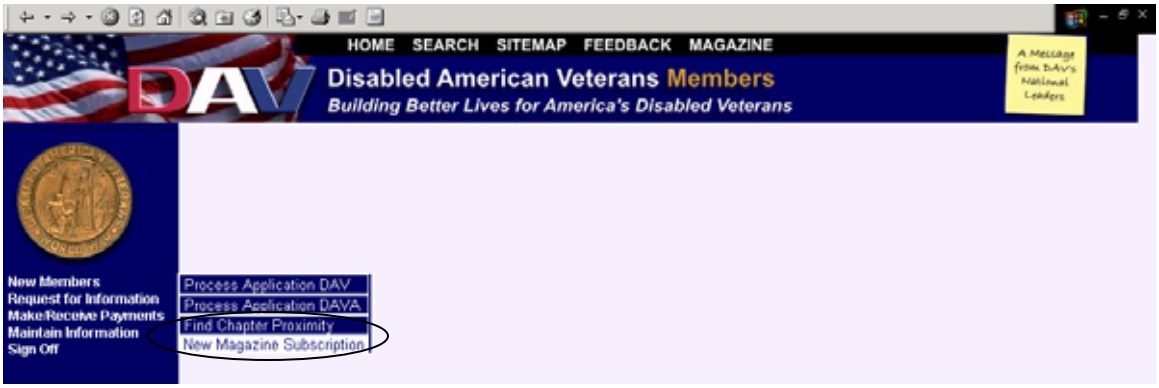

Disabled American Veterans Chapter Information
File Edit View Insert Format Tools Message Help
Send Cut Copy Paste Undo Check Spelling Attach Priority Sign Encrypt Offline
To:
Cc:
Subject: Disabled American Veterans Chapter Information
NORTHERN KENTUCKY 19
3725 Alexandria Pike
Cold Spring, KY 41076
859-441-5429
Meeting Day and Time: 3rd Tuesday, 7:00 PM

Simply address the email to the desired recipient and send the email.

New Magazine Subscription

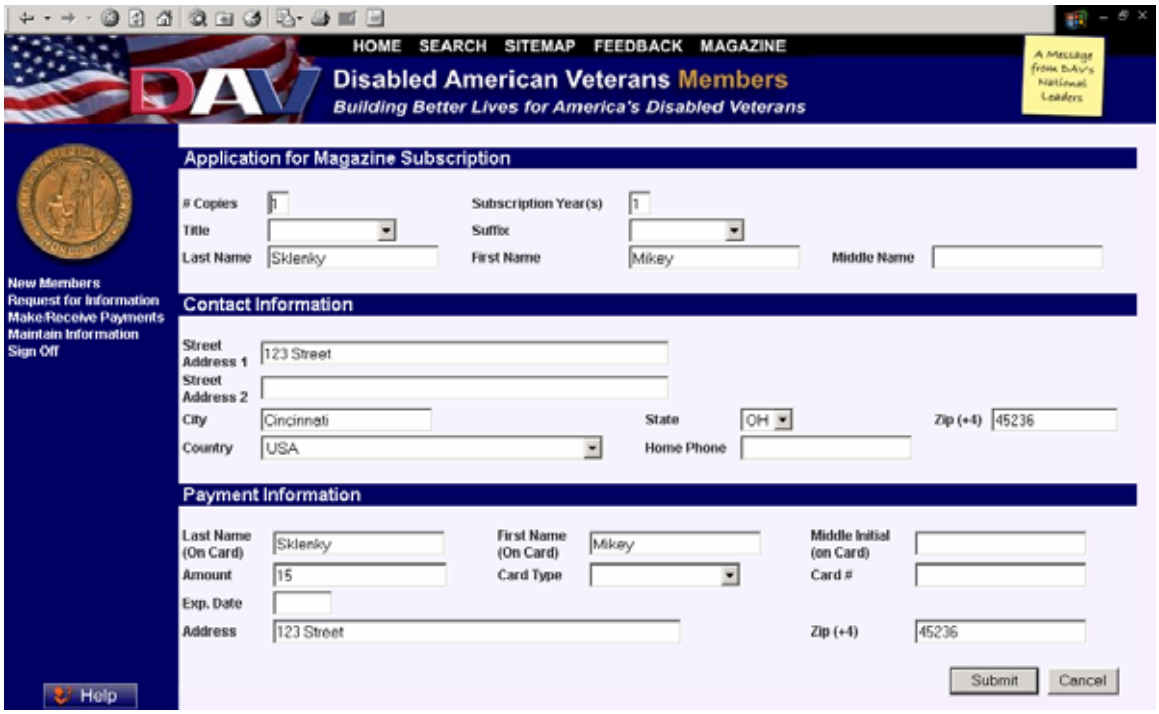
Navigation

From the New Members menu, select New Magazine Subscription.



Overview

The purpose of this screen is to accept paid magazine subscriptions.



Usage

Specify the number of copies, subscription duration in years, address and credit card information. When adding foreign addresses set the State to 'XX' and the Zip Code to '00000'.

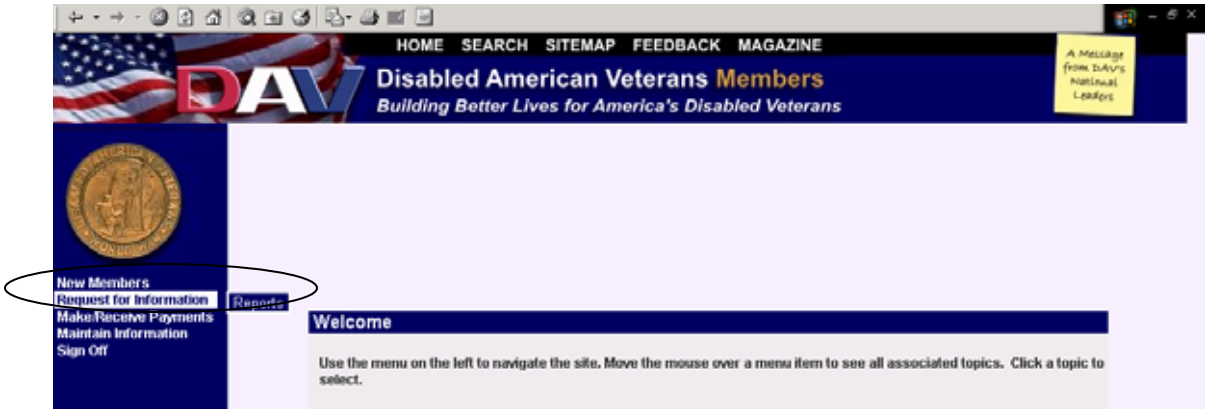
When finished entering all information, click on Submit. A confirmation screen will display:

Click on OK if the information is correct, or click on Cancel to return to the previous screen to make edits.

Reports

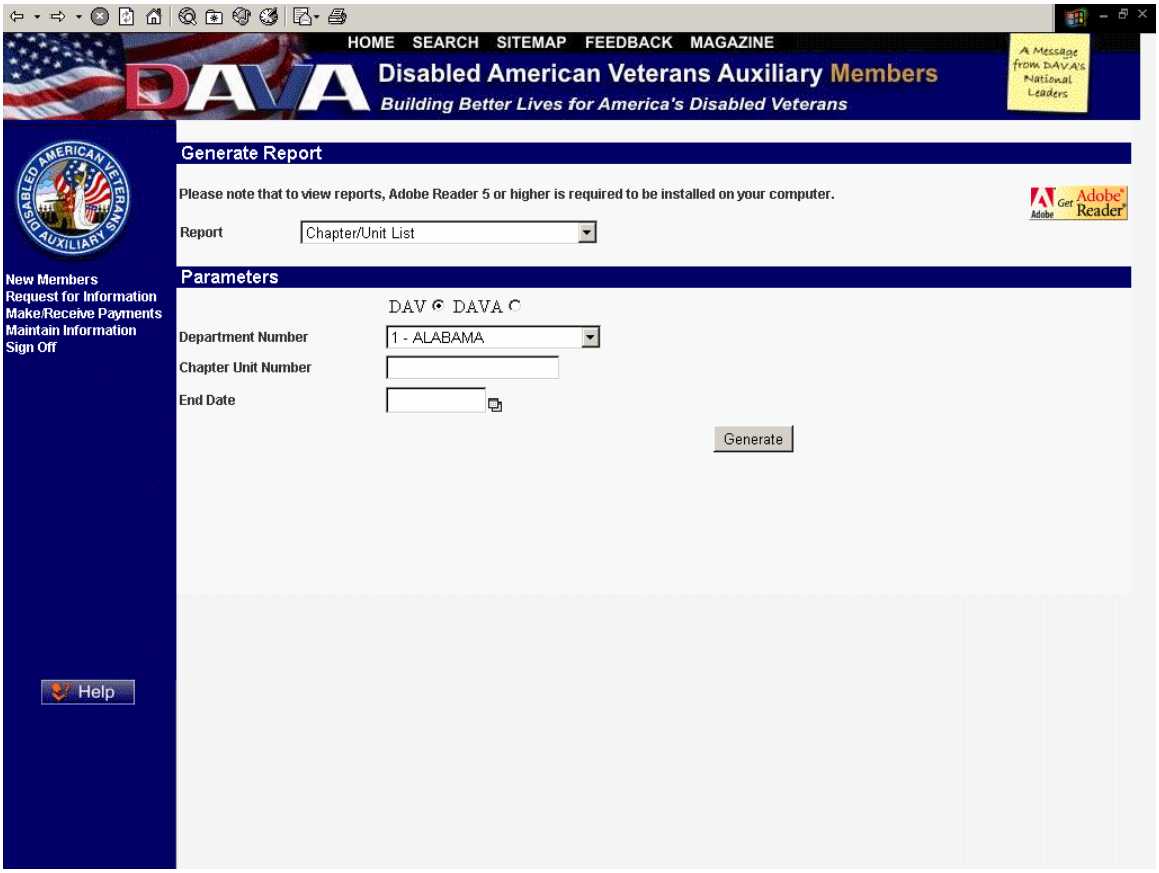
Navigation

From the Request for Information Menu, select Reports.


HOME SEARCH SITEMAP FEEDBACK MAGAZINE
Disabled American Veterans Members
Building Better Lives for America's Disabled Veterans
A Message from DAV's National Leaders
New Members
Request for Information
Reports
Make/Receive Payments
Maintain Information
Sign Off
Welcome
Use the menu on the left to navigate the site. Move the mouse over a menu item to see all associated topics. Click a topic to select.

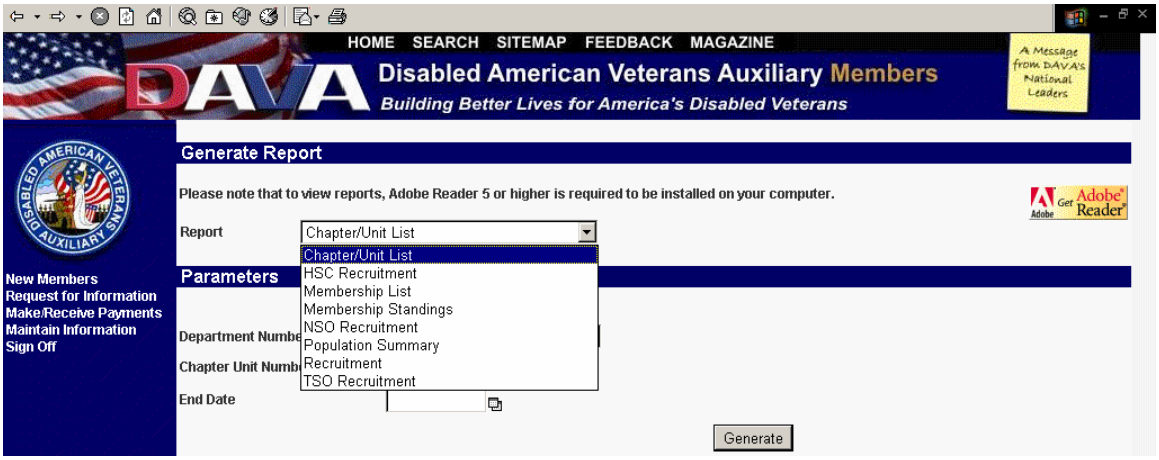
Overview

The purpose of this screen is to generate a variety of reports based on certain criteria entered.



Usage

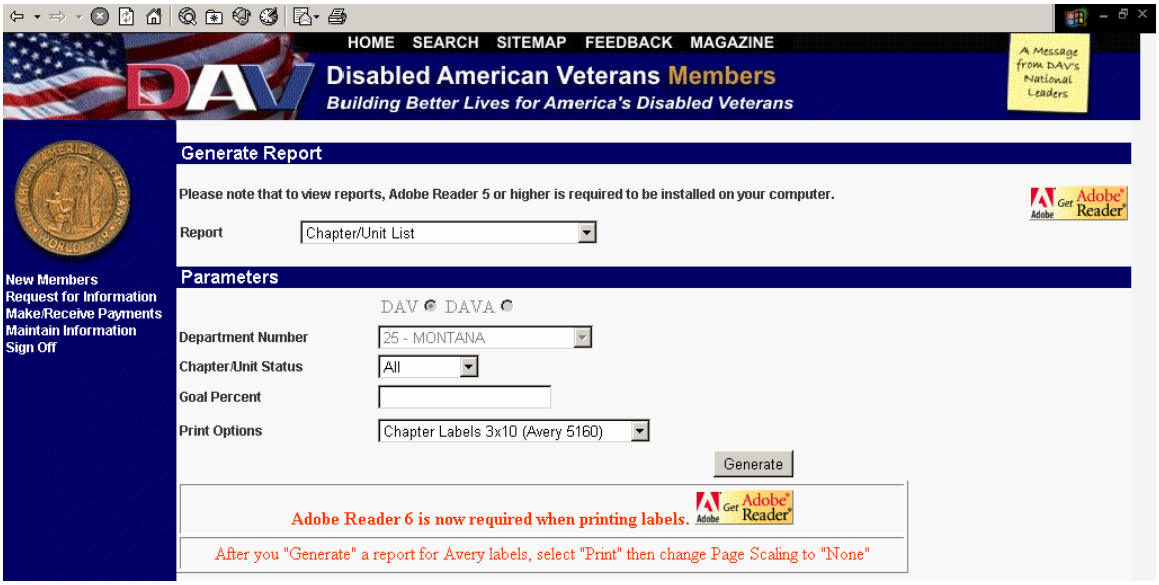
Click on the Report dropdown menu to display a list of report choices.



Select the Type of report you would like to run, fill in the required parameters and click on generate.

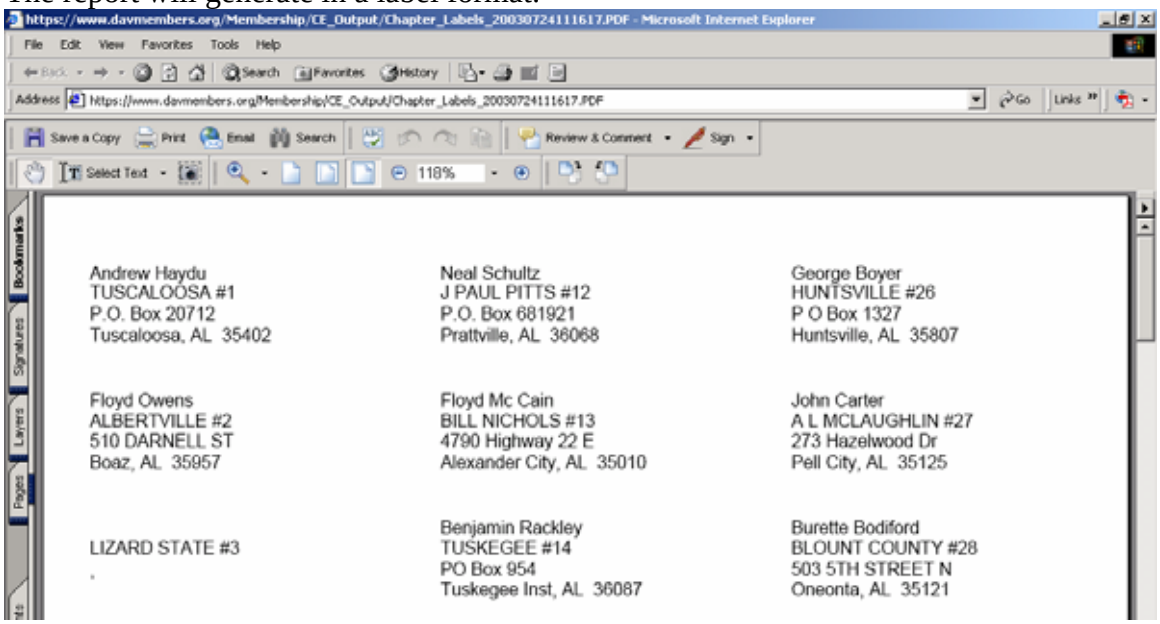
The following summary describe the reports in more detail:

Chapter/Unit List - Displays a list of all chapters by department. Allows the user to specify chapters with all statuses, or only those with a specified status, such as Active, suspended, On Hold, etc.



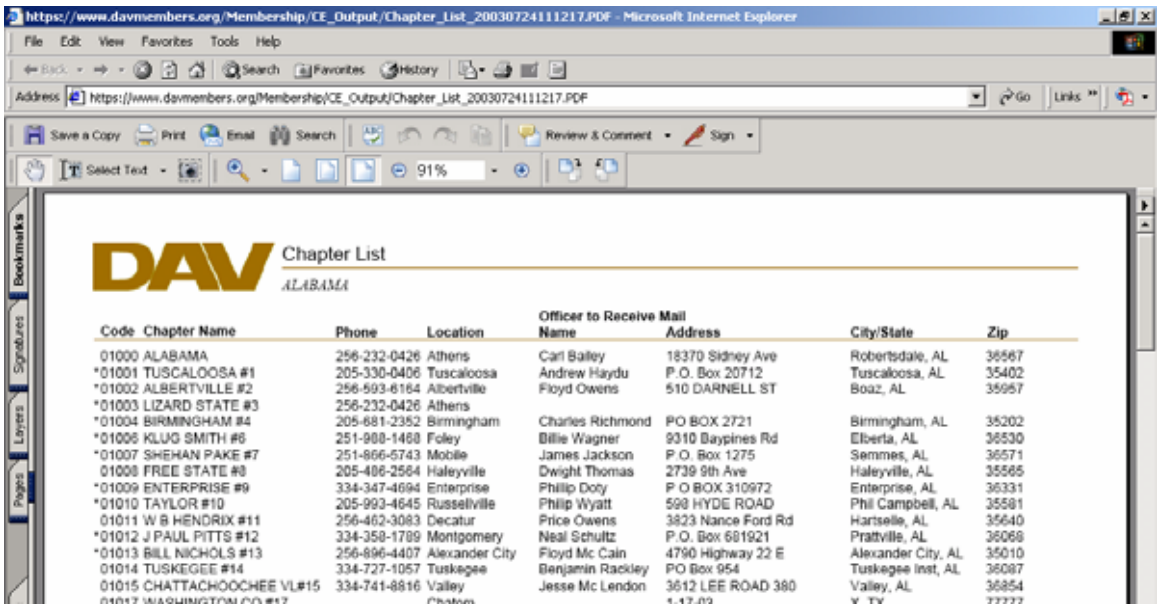
Select Chapter Unit Status using the dropdown arrow.
To print labels, select the type of labels desired from the Print Options dropdown menu.

The report will generate in a label format:

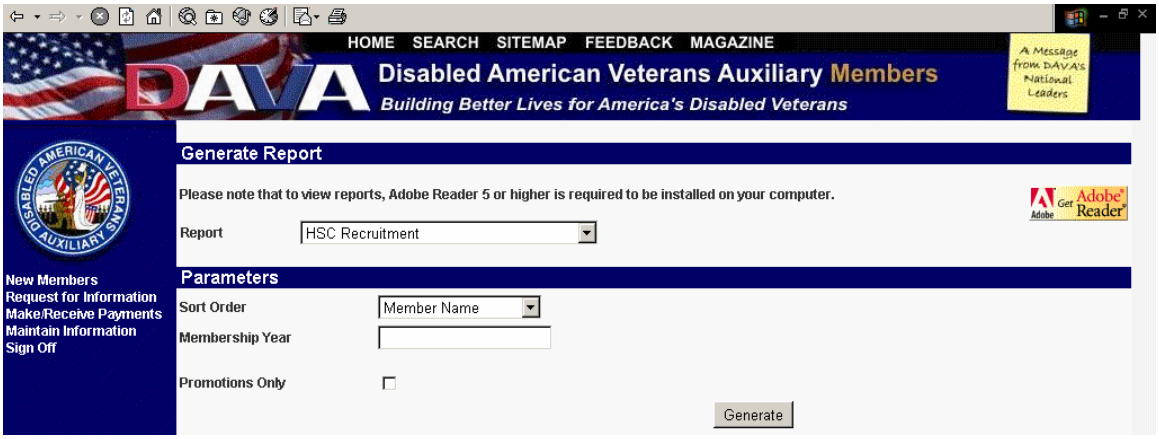


For report format, select Chapter List Report from the Print Option dropdown list.

The report will generate in the following format:

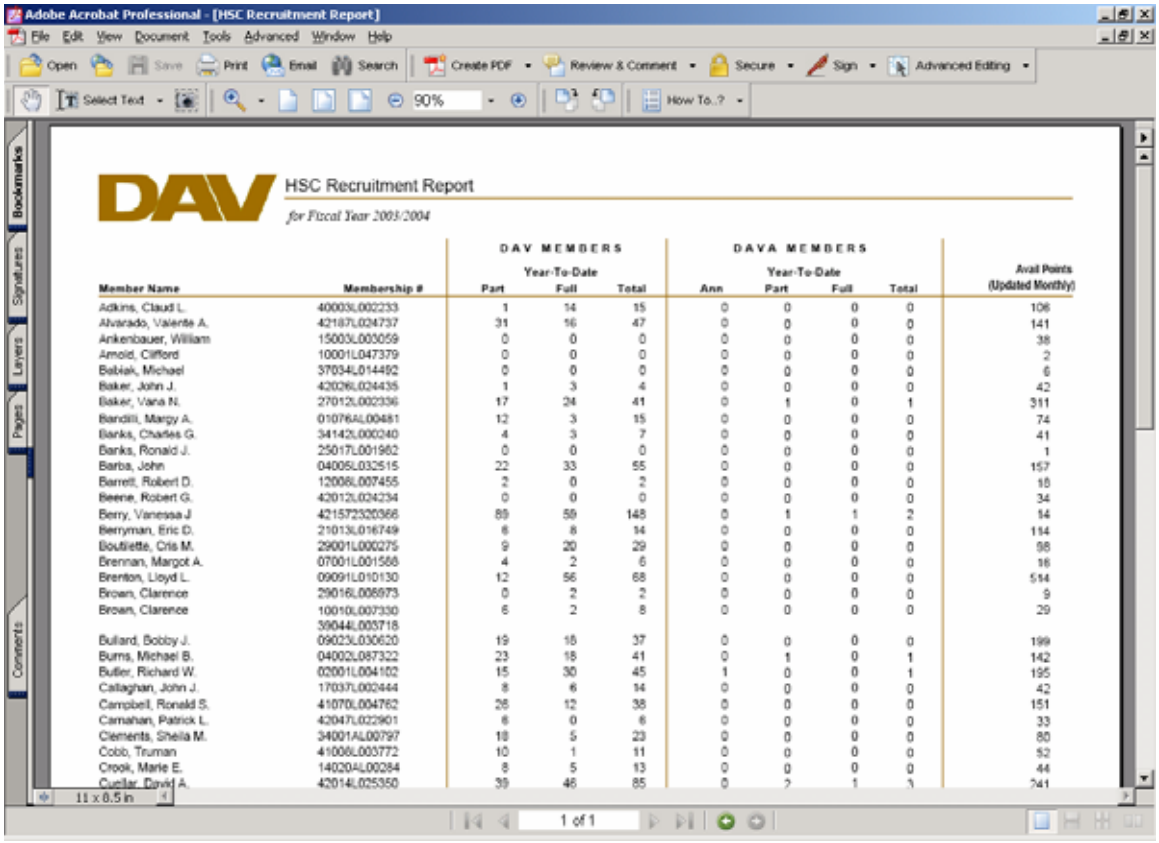

https://www.davmembers.org/Membership/CE_Output/Chapter_List_20030724111217.PDF - Microsoft Internet Explorer
DAV
Chapter List
ALABAMA
Code Chapter Name Phone Location Officer to Receive Mail Name Address City/State Zip
01000 ALABAMA 256-232-0426 Athens Carl Bailey 18370 Sidney Ave Robertsdale, AL 36567
*01001 TUSCALOOSA #1 205-330-0406 Tuscaloosa Andrew Haydu P.O. Box 20712 Tuscaloosa, AL 35402
*01002 ALBERTVILLE #2 256-593-6164 Albertville Floyd Owens 510 DARNELL ST Boaz, AL 35957
*01003 LIZARD STATE #3 256-232-0426 Athens
*01004 BIRMINGHAM #4 205-681-2352 Birmingham Charles Richmond PO BOX 2721 Birmingham, AL 35202
*01006 KLUG SMITH #6 251-968-1468 Foley Billie Wagner 9310 Baypines Rd Elberta, AL 36530
*01007 SHEHAN PAKE #7 251-866-5743 Mobile James Jackson P.O. Box 1275 Semmes, AL 36571
01008 FREE STATE #8 205-486-2564 Haleyville Dwight Thomas 2739 9th Ave Haleyville, AL 35565
*01009 ENTERPRISE #9 334-347-4694 Enterprise Phillip Doty P O BOX 310972 Enterprise, AL 36331
*01010 TAYLOR #10 205-993-4645 Russellville Philip Wyatt 598 HYDE ROAD Phil Campbell, AL 35581
01011 W B HENDRIX #11 256-462-3083 Decatur Price Owens 3823 Nance Ford Rd Hartselle, AL 35640
*01012 J PAUL PITTS #12 334-358-1789 Montgomery Neal Schultz P.O. Box 681921 Prattville, AL 36068
*01013 BILL NICHOLS #13 256-896-4407 Alexander City Floyd Mc Cain 4790 Highway 22 E Alexander City, AL 35010
01014 TUSKEGEE #14 334-727-1057 Tuskegee Benjamin Rackley PO Box 954 Tuskegee Inst, AL 36087
01015 CHATTACHOOCHEE VL#15 334-741-8816 Valley Jesse Mc Lendon 3612 LEE ROAD 380 Valley, AL 36854

HSC Recruitment – This report shows Hospital Service Coordinators recruitment totals.



Select the desired Sort Order for the data, enter a desired Membership Year and click on Generate.

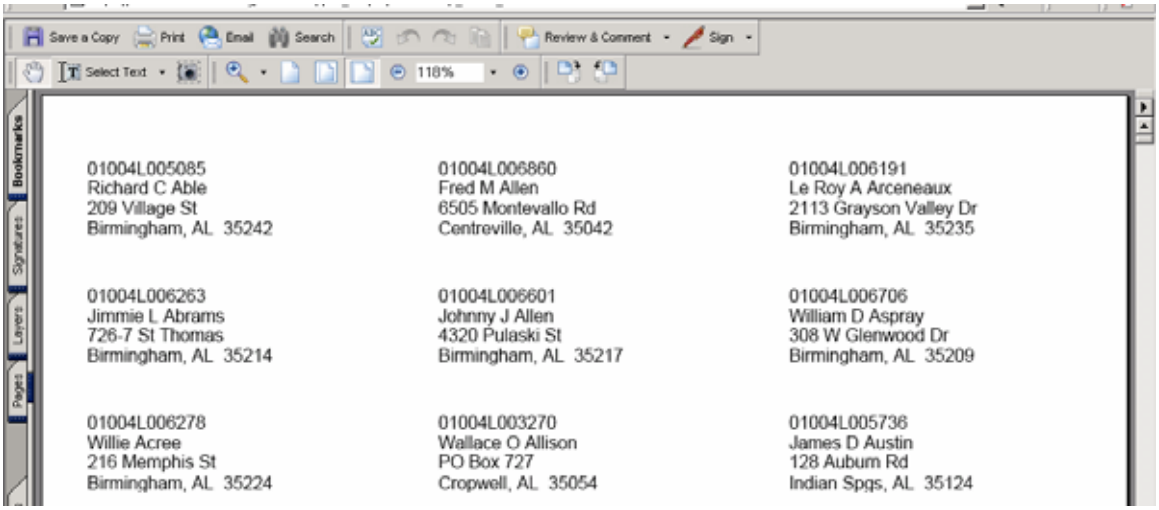
The report will display in the following format:



Membership List - Displays a listing of all memberships, along with the member's current address, phone number, balance due, and membership status in a specified department/chapter.

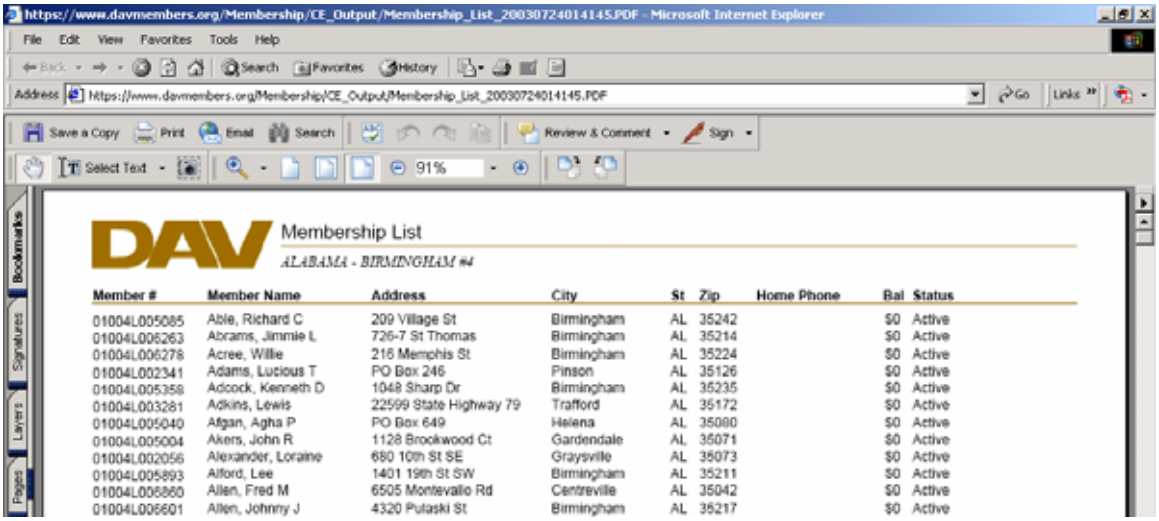
Enter the Department Number, the Chapter Unit Number, and select the Membership Type and Membership Status desired from the dropdown menus, or if you would like all types, leave the field as 'All'. Select the Address Status from the dropdown menu, if desired, and select the order in which you would like the information to display, (i.e. by membership number or alphabetical order etc.) and click on Generate. To print labels in a 3 x 10 format, leave the check mark in the check box.

The report will generate in the following label format:

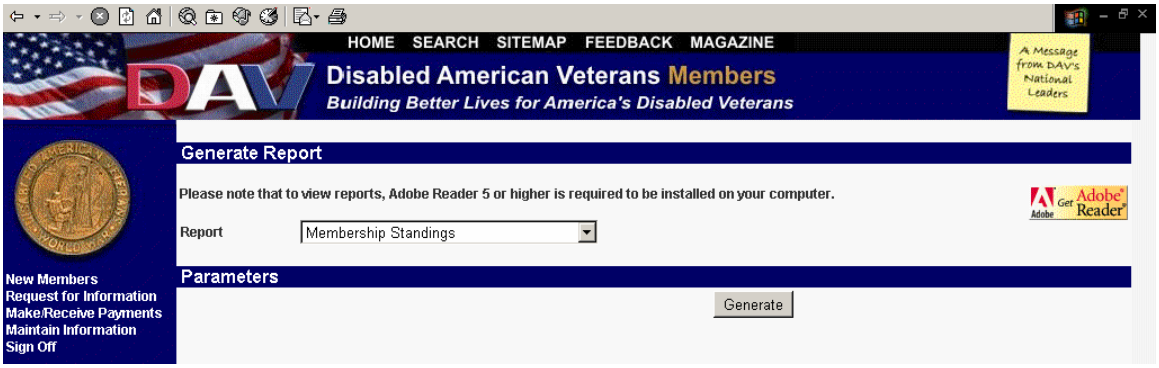


For report format, uncheck Print Labels by clicking in the check box.

The report will generate in the following format:

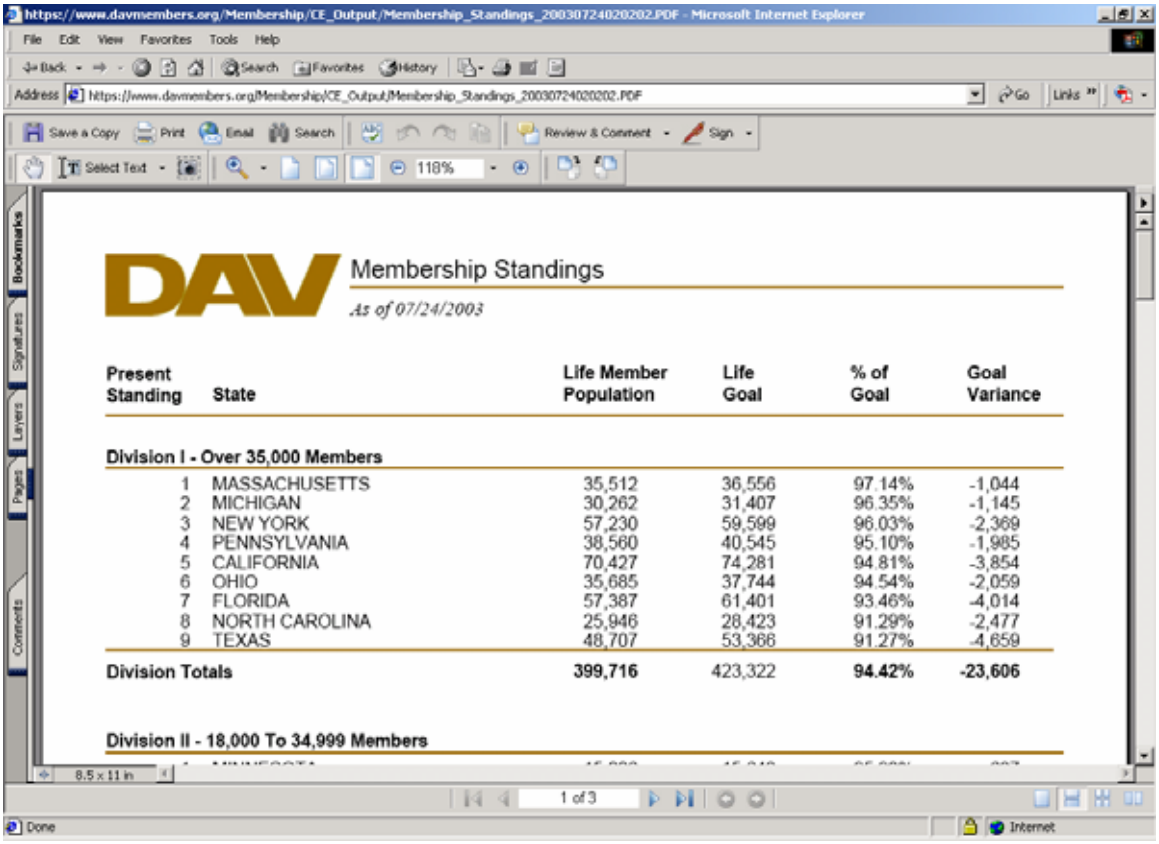

https://www.davmembers.org/Membership/CE_Output/Membership_List_20030724014145.PDF - Microsoft Internet Explorer
Membership List
ALABAMA - BIRMINGHAM #4
Member # | Member Name | Address | City | St | Zip | Home Phone | Bal | Status
01004L005085 | Able, Richard C | 209 Village St | Birmingham | AL | 35242 | $0 | Active
01004L006263 | Abrams, Jimmie L | 726-7 St Thomas | Birmingham | AL | 35214 | $0 | Active
01004L006278 | Acree, Willie | 216 Memphis St | Birmingham | AL | 35224 | $0 | Active
01004L002341 | Adams, Lucious T | PO Box 246 | Pinson | AL | 35126 | $0 | Active
01004L005358 | Adcock, Kenneth D | 1048 Sharp Dr | Birmingham | AL | 35235 | $0 | Active
01004L003281 | Adkins, Lewis | 22599 State Highway 79 | Trafford | AL | 35172 | $0 | Active
01004L005040 | Afgan, Agha P | PO Box 649 | Helena | AL | 35080 | $0 | Active
01004L005004 | Akers, John R | 1128 Brookwood Ct | Gardendale | AL | 35071 | $0 | Active
01004L002056 | Alexander, Loraine | 680 10th St SE | Graysville | AL | 35073 | $0 | Active
01004L005893 | Alford, Lee | 1401 19th St SW | Birmingham | AL | 35211 | $0 | Active
01004L005860 | Allen, Fred M | 6505 Montevallo Rd | Centreville | AL | 35042 | $0 | Active
01004L006601 | Allen, Johnny J | 4320 Pulaski St | Birmingham | AL | 35217 | $0 | Active

Membership Standings - Displays a list of all departments, and which division they belong to, based upon number of memberships. Division 1 - Over 35,000 members. Division 2 - 18,000 - 34,999 members. Division 3 - 10,000 - 17,999 members. Division 4 - 5,000 - 9,999 members. Division 5 - Under 5,000 members.



No parameters, simply click on Generate.

The report will display in the following format:

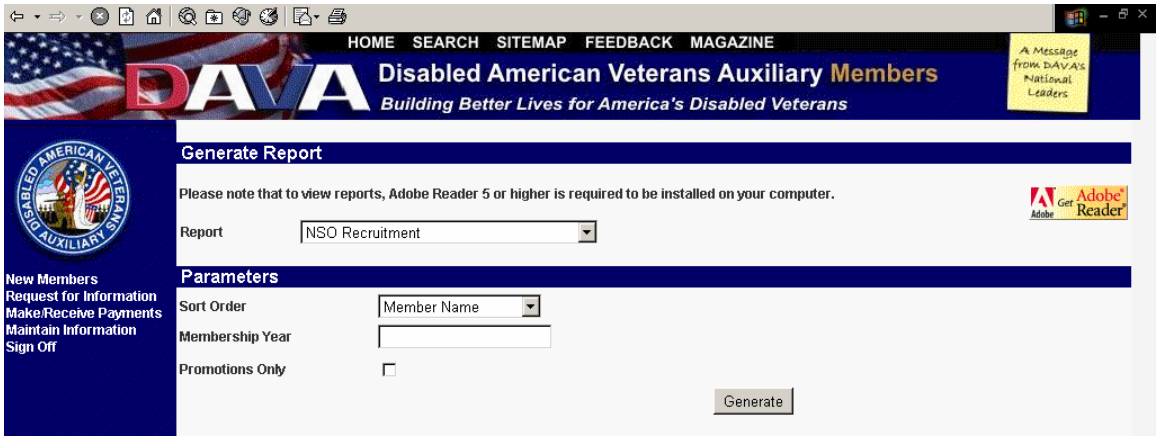


DAV Membership Standings

As of 07/24/2003

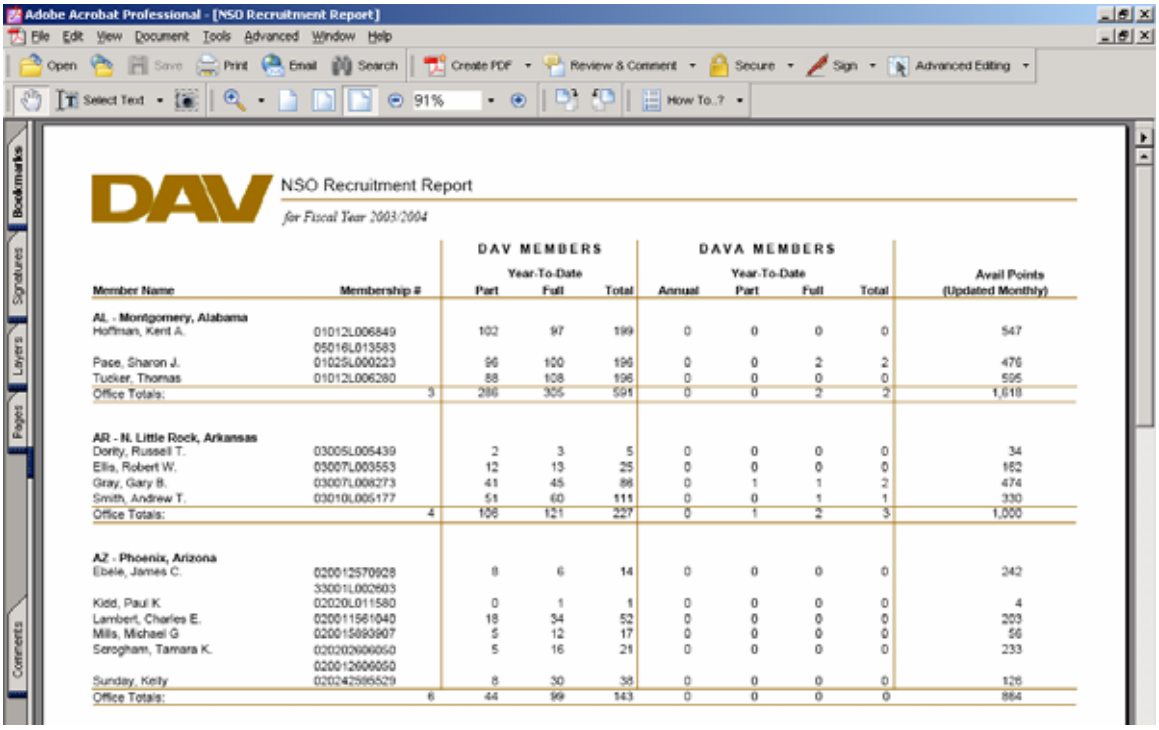
Present Standing	State	Life Member Population	Life Goal	% of Goal	Goal Variance
Division I - Over 35,000 Members					
1	MASSACHUSETTS	35,512	36,556	97.14%	-1,044
2	MICHIGAN	30,262	31,407	96.35%	-1,145
3	NEW YORK	57,230	59,599	96.03%	-2,369
4	PENNSYLVANIA	38,560	40,545	95.10%	-1,985
5	CALIFORNIA	70,427	74,281	94.81%	-3,854
6	OHIO	35,685	37,744	94.54%	-2,059
7	FLORIDA	57,387	61,401	93.46%	-4,014
8	NORTH CAROLINA	25,946	28,423	91.29%	-2,477
9	TEXAS	48,707	53,366	91.27%	-4,659
Division Totals		**399,716**	423,322	**94.42%**	**-23,606**
Division II - 18,000 To 34,999 Members					

NSO Recruitment – This report shows National Service Officer recruitment totals.



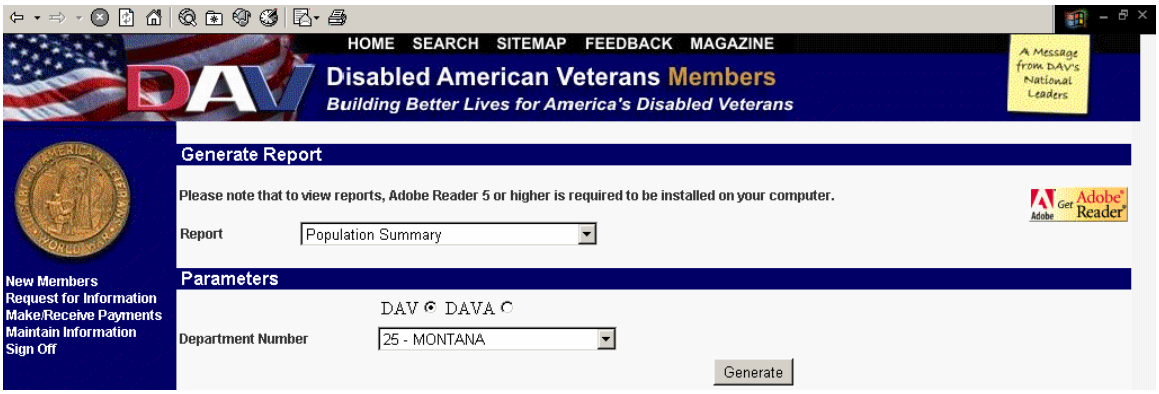
Select the desired Sort Order for the data, enter a desired Membership Year and click on Generate.

The report will display in the following format:



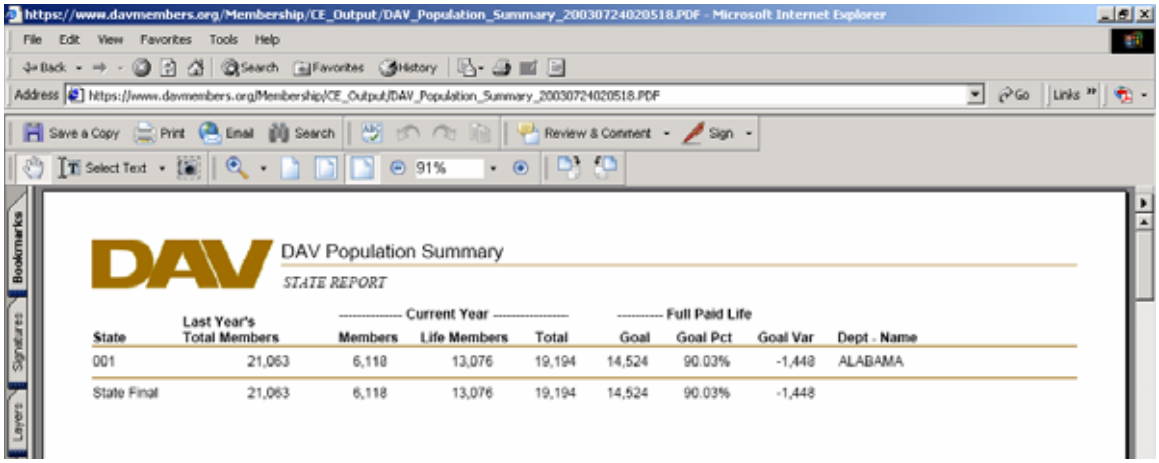
Member Name	Membership #	DAV MEMBERS Year-To-Date Part	Full	Total	DAVA MEMBERS Annual	Year-To-Date Part	Full	Total	Avail Points (Updated Monthly)
AL - Montgomery, Alabama									
Hoffman, Kent A.	01012L006849 05016L013583	102	97	199	0	0	0	0	547
Pace, Sharon J.	01025L000223	96	100	196	0	0	2	2	476
Tucker, Thomas	01012L006280	88	108	196	0	0	0	0	595
Office Totals:	3	286	305	591	0	0	2	2	1,618
AR - N. Little Rock, Arkansas									
Dority, Russell T.	03005L005439	2	3	5	0	0	0	0	34
Ellis, Robert W.	03007L003553	12	13	25	0	0	0	0	182
Gray, Gary B.	03007L008273	41	45	86	0	1	1	2	474
Smith, Andrew T.	03010L005177	51	60	111	0	0	1	1	330
Office Totals:	4	106	121	227	0	1	2	3	1,000
AZ - Phoenix, Arizona									
Ebele, James C.	02001257092B 33001L002603	8	6	14	0	0	0	0	242
Kidd, Paul K.	02020L011580	0	1	1	0	0	0	0	4
Lambert, Charles E.	02001156104D	18	34	52	0	0	0	0	203
Mills, Michael G	02001589390T	5	12	17	0	0	0	0	56
Serogham, Tamara K.	02020209005D 02001260005D	5	16	21	0	0	0	0	233
Sunday, Kelly	02024286529	8	30	38	0	0	0	0	126
Office Totals:	6	44	99	143	0	0	0	0	864

Population Summary - Displays a list of the current membership counts for a specified department, and all of its chapters.

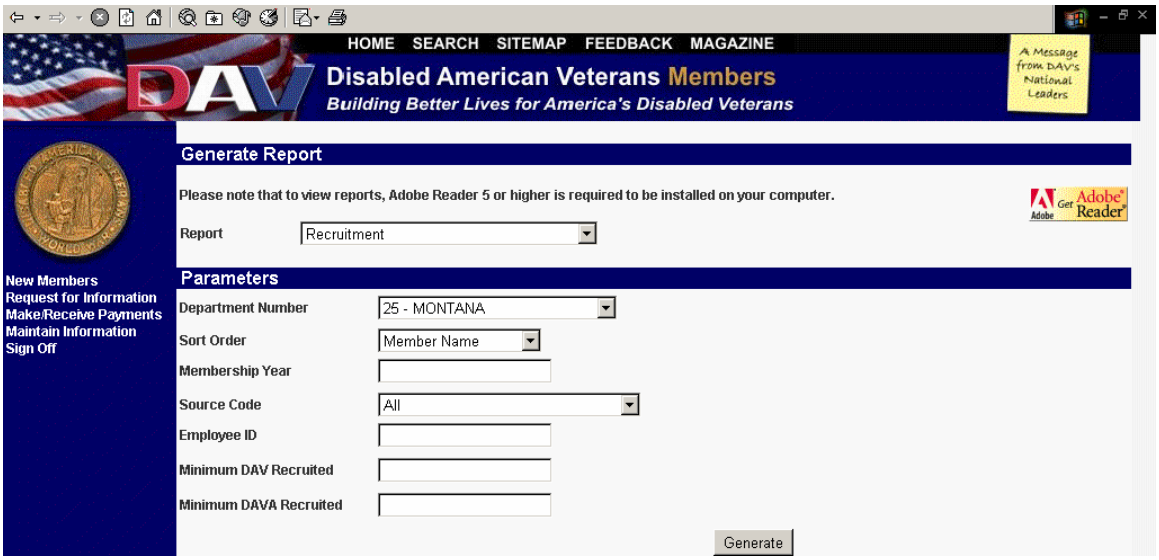


No parameters, simply click on Generate.

The report will display in the following format:


https://www.davmembers.org/Membership/CE_Output/DAV_Population_Summary_20030724020518.PDF - Microsoft Internet Explorer
DAV Population Summary
STATE REPORT
State | Last Year's Total Members | Current Year: Members, Life Members, Total | Full Paid Life: Goal, Goal Pct, Goal Var | Dept - Name
001 | 21,063 | 6,118 | 13,076 | 19,194 | 14,524 | 90.03% | -1,448 | ALABAMA
State Final | 21,063 | 6,118 | 13,076 | 19,194 | 14,524 | 90.03% | -1,448

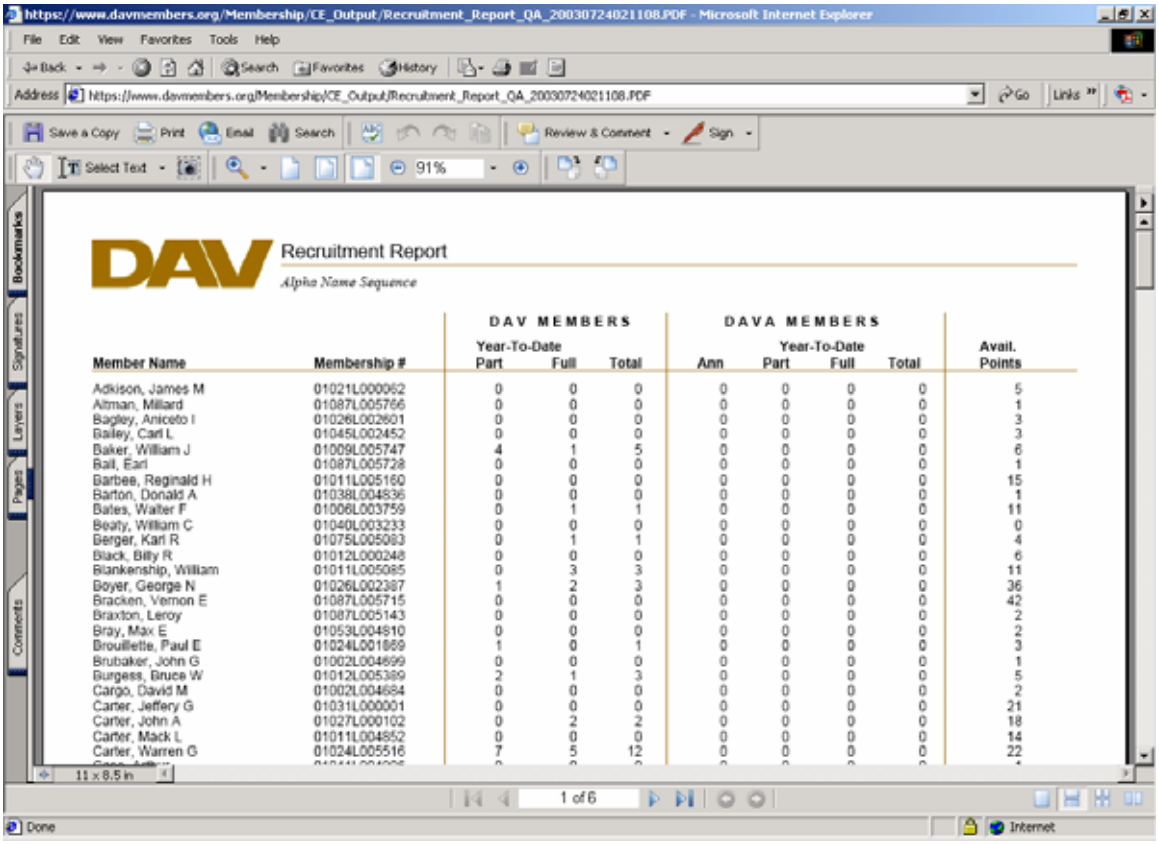
Recruitment Report - Displays a list of recruiters in a given department and chapter, for a specified fiscal year.



This report has options for specifying a source code, such as NSO Promo, Presep Program, etc. It has further options for specifying to retrieve for a supplied Employee Id, Minimum DAV members recruited, and/or Minimum DAVA members recruited. Finally, it allows for multiple sorting options -- Member Name, Membership Number, and Total Recruits.

Select the desired parameters using the dropdown arrows and click on Generate.

The report will display in the following format:

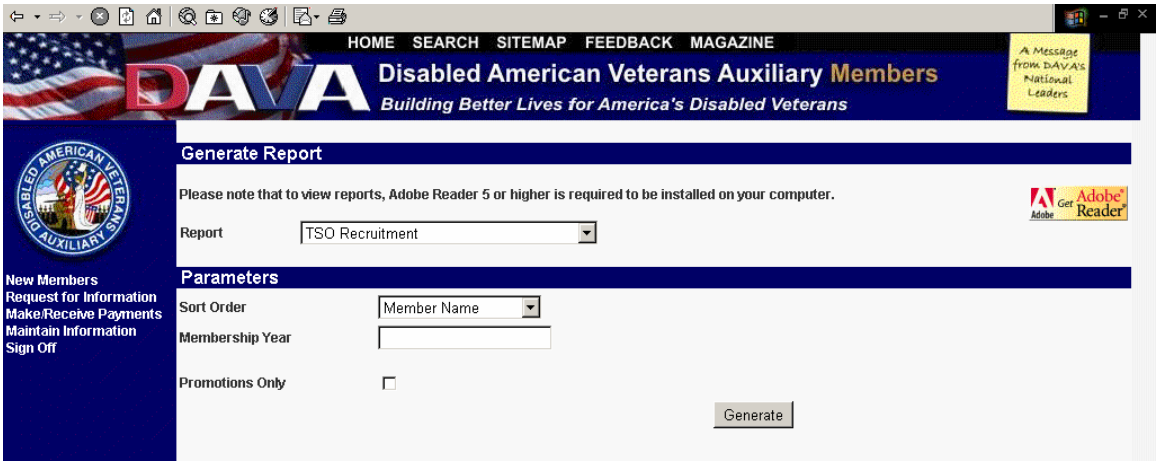


Recruitment Report

Alpha Name Sequence

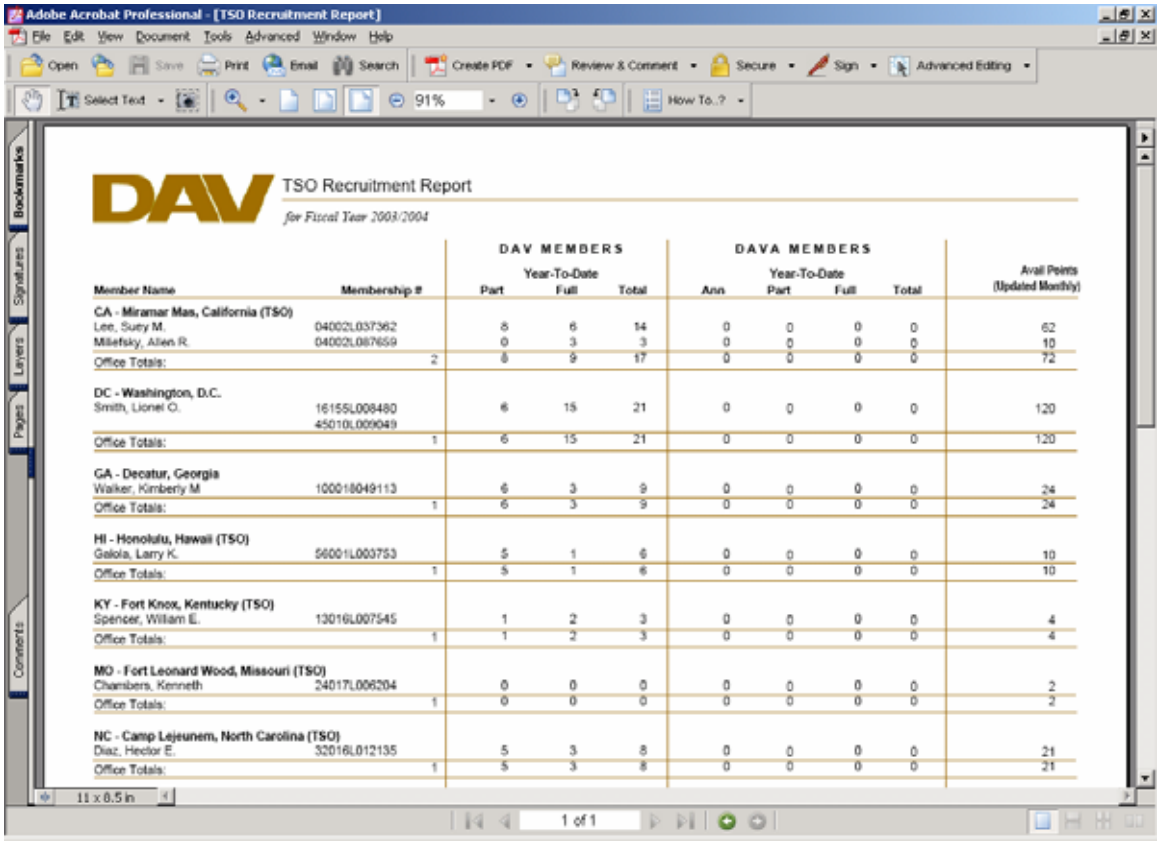
Member Name	Membership #	DAV MEMBERS Year-To-Date Part	Full	Total	DAVA MEMBERS Ann	Year-To-Date Part	Full	Total	Avail. Points
Adkison, James M	01021L000062	0	0	0	0	0	0	0	5
Altman, Millard	01087L005766	0	0	0	0	0	0	0	1
Bagley, Aniceto I	01026L002601	0	0	0	0	0	0	0	3
Bailey, Carl L	01045L002452	0	0	0	0	0	0	0	3
Baker, William J	01009L005747	4	1	5	0	0	0	0	6
Ball, Earl	01087L005728	0	0	0	0	0	0	0	1
Barbee, Reginald H	01011L005160	0	0	0	0	0	0	0	15
Barton, Donald A	01038L004836	0	0	0	0	0	0	0	1
Bates, Walter F	01006L003759	0	1	1	0	0	0	0	11
Beaty, William C	01040L003233	0	0	0	0	0	0	0	0
Berger, Karl R	01075L005083	0	1	1	0	0	0	0	4
Black, Billy R	01012L000248	0	0	0	0	0	0	0	6
Blankenship, William	01011L005085	0	3	3	0	0	0	0	11
Boyer, George N	01026L002387	1	2	3	0	0	0	0	36
Bracken, Vernon E	01087L005715	0	0	0	0	0	0	0	42
Braxton, Leroy	01087L005143	0	0	0	0	0	0	0	2
Bray, Max E	01053L004810	0	0	0	0	0	0	0	2
Brouillette, Paul E	01024L001869	1	0	1	0	0	0	0	3
Brubaker, John G	01002L004699	0	0	0	0	0	0	0	1
Burgess, Bruce W	01012L005389	2	1	3	0	0	0	0	5
Cargo, David M	01002L004684	0	0	0	0	0	0	0	2
Carter, Jeffery G	01031L000001	0	0	0	0	0	0	0	21
Carter, John A	01027L000102	0	2	2	0	0	0	0	18
Carter, Mack L	01011L004852	0	0	0	0	0	0	0	14
Carter, Warren G	01024L005516	7	5	12	0	0	0	0	22

TSO Recruitment – This report shows Transitional Service Officer recruitment totals.



Select the desired Sort Order for the data, enter a desired Membership Year and click on Generate.

The report will display in the following format:



TSO Recruitment Report

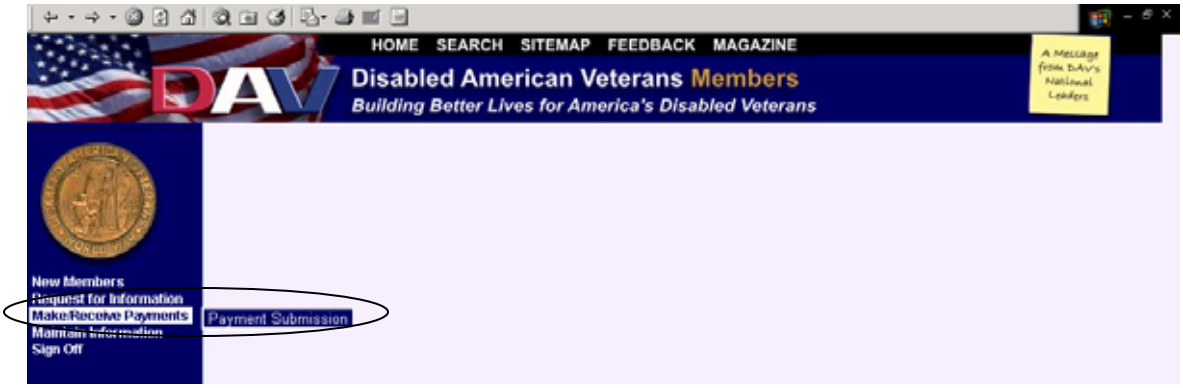
for Fiscal Year 2003/2004

Member Name	Membership #	DAV MEMBERS Year-To-Date Part	DAV MEMBERS Year-To-Date Full	DAV MEMBERS Total	DAVA MEMBERS Ann	DAVA MEMBERS Year-To-Date Part	DAVA MEMBERS Year-To-Date Full	DAVA MEMBERS Total	Avail Points (Updated Monthly)
CA - Miramar Mas, California (TSO)									
Lee, Suey M.	04002L037362	8	6	14	0	0	0	0	62
Milefsky, Allen R.	04002L087659	0	3	3	0	0	0	0	10
Office Totals:	2	8	9	17	0	0	0	0	72
DC - Washington, D.C.									
Smith, Lionel O.	16155L008480 45010L009049	6	15	21	0	0	0	0	120
Office Totals:	1	6	15	21	0	0	0	0	120
GA - Decatur, Georgia									
Walker, Kimberly M	100018049113	6	3	9	0	0	0	0	24
Office Totals:	1	6	3	9	0	0	0	0	24
HI - Honolulu, Hawaii (TSO)									
Galoia, Larry K.	56001L003753	5	1	6	0	0	0	0	10
Office Totals:	1	5	1	6	0	0	0	0	10
KY - Fort Knox, Kentucky (TSO)									
Spencer, Willam E.	13016L007545	1	2	3	0	0	0	0	4
Office Totals:	1	1	2	3	0	0	0	0	4
MO - Fort Leonard Wood, Missouri (TSO)									
Chambers, Kenneth	24017L006204	0	0	0	0	0	0	0	2
Office Totals:	1	0	0	0	0	0	0	0	2
NC - Camp Lejeunem, North Carolina (TSO)									
Diaz, Hector E.	32016L012135	5	3	8	0	0	0	0	21
Office Totals:	1	5	3	8	0	0	0	0	21

Payment Submission

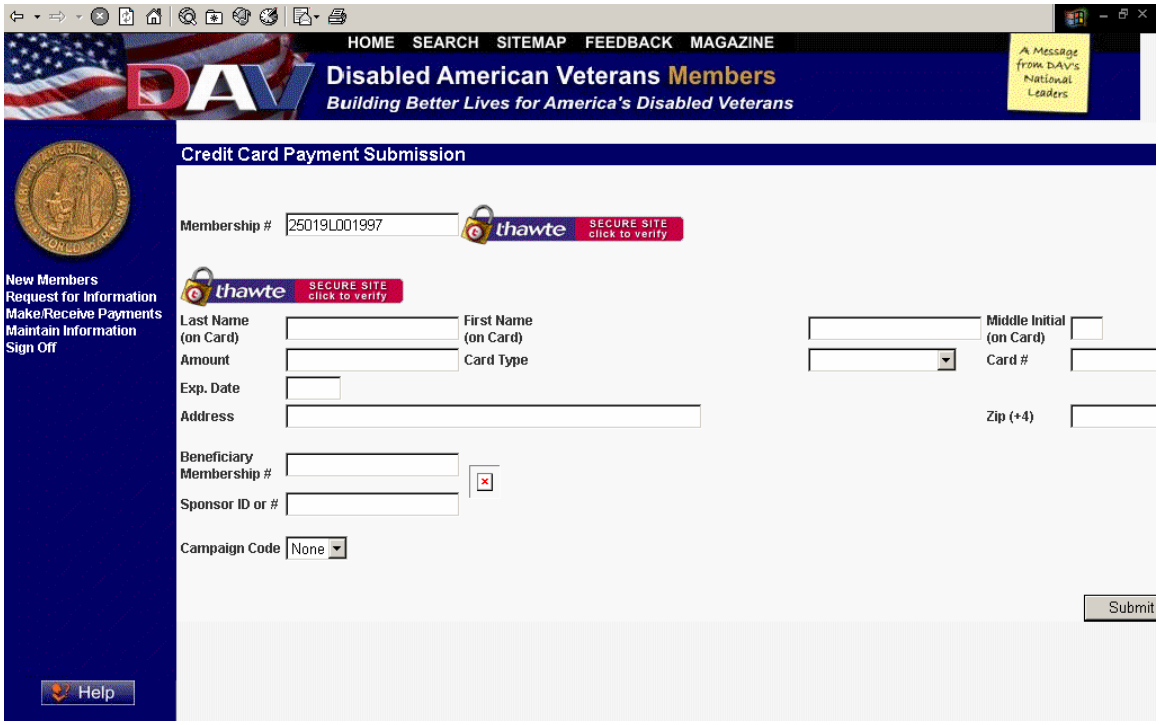
Navigation

From the Make/Receive Payments menu, select Payment Submission.



Overview

The purpose of this screen is to accept payments against one or more memberships held by a single member.



Usage

Enter the Membership number, name, amount and credit card information. The Beneficiary Membership number is optional and allows one person to pay for another

person's membership. In the future, the Campaign code will allow you to enter the code located on mailings and dues notices. Once the information is complete, click on Submit.

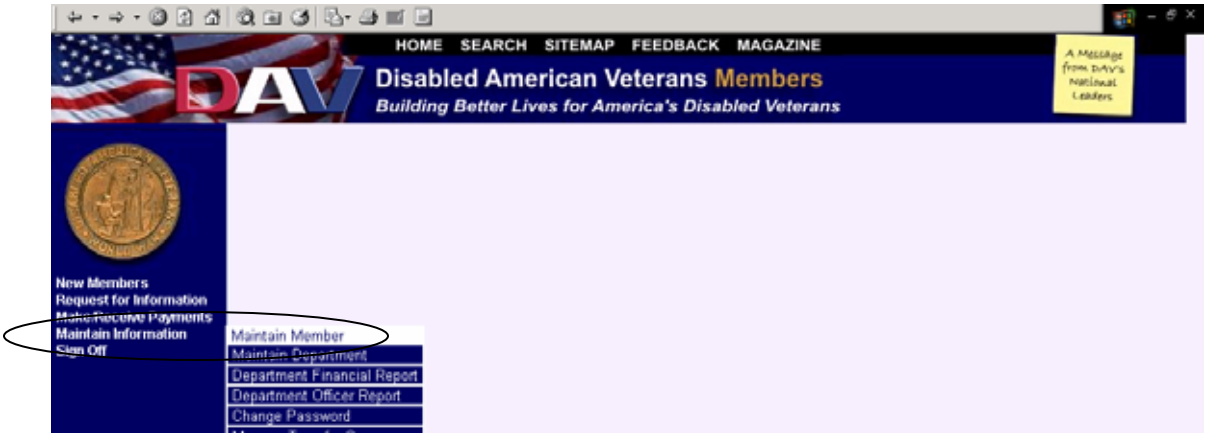
A confirmation screen will display:

Click on OK if information is correct or click on Cancel to return to the previous screen to make edits.

Maintain Member

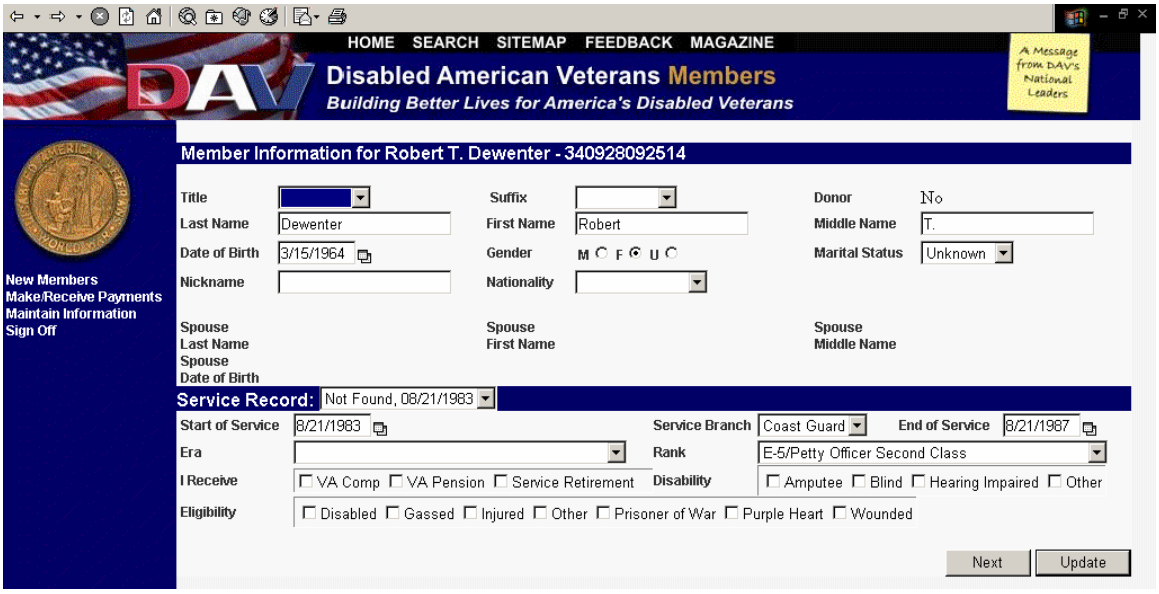
Navigation

From the Maintain Information menu, select Maintain Member.



Overview

The purpose of this screen is to maintain and update your own member information.



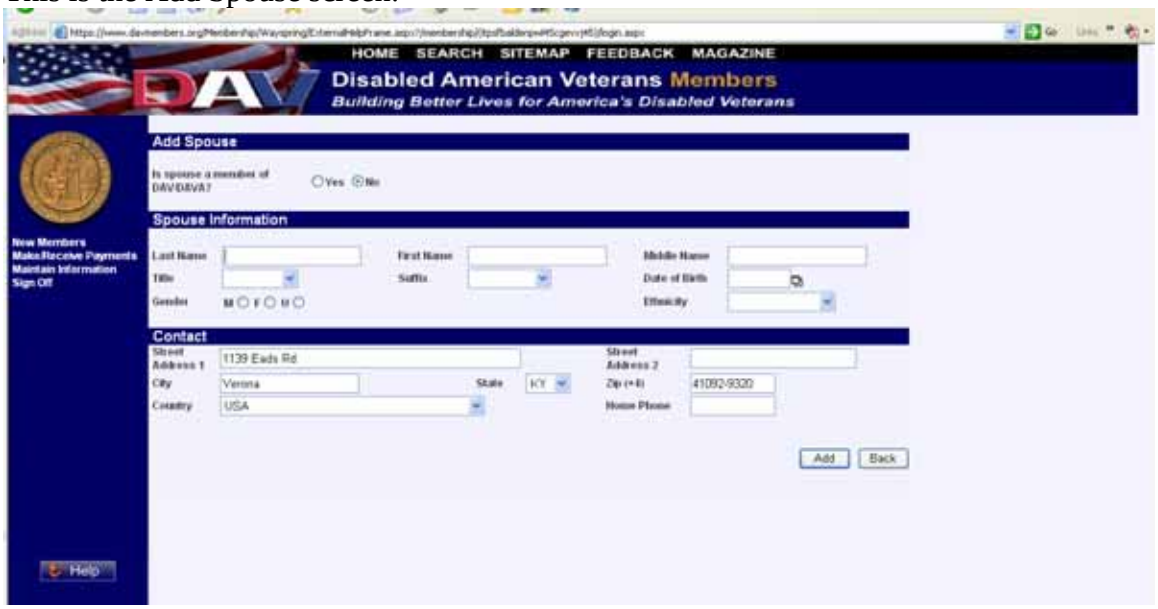
Usage

Enter any changes to your profile by typing them in, or click on the arrow adjacent to the field to access a dropdown list of choices.

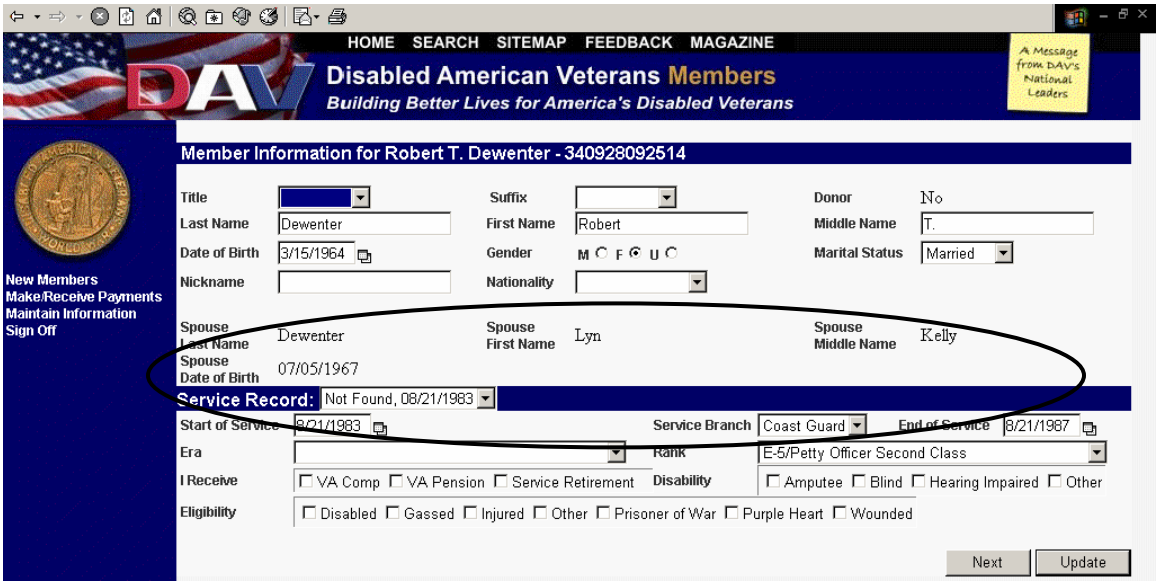
To switch between a member's service records, use the Service Record dropdown. To add a new Service Record, select New from the Service Record dropdown list.

When changing the Marital Status to married, the Add Spouse screen will display, allowing the operator to enter the spouse information.

This is the Add Spouse screen:

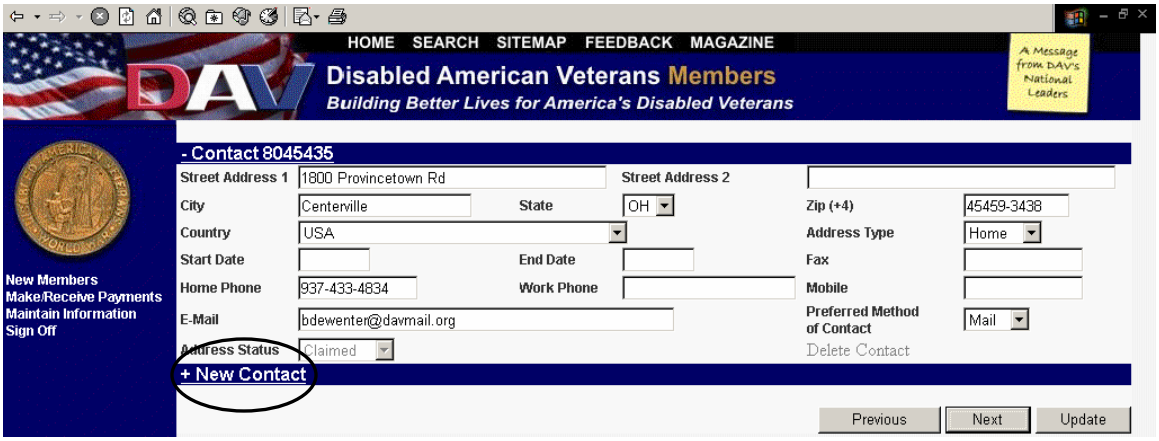


Once all spouse information is complete, click on the Add button to add the information to the Member's profile. The following screen will display, reflecting the updated spouse information:



From this Member Information screen, clicking on the Next button takes the operator to the second page of Maintain Member, which will display contact information.

The contact screen displays in the following format:

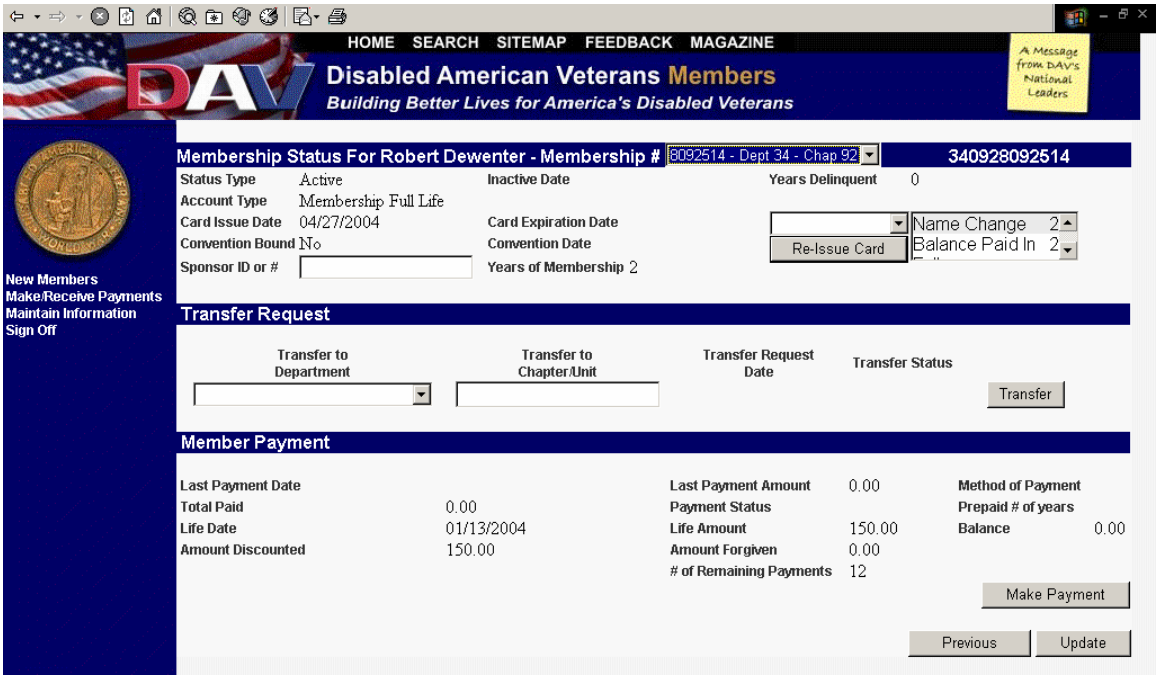


You may correct any contact information and click Update.

To add a new contact, Click on the New Contact (see circled item above) and the New Contact screen will display:

When you have finished entering all contact information, click on Insert Contact and then click on Update. Click on Next to access the last page of Maintain Member.

This is the last page of Maintain Member:



You can request a transfer from one chapter to another chapter from this screen by selected the desired department from the dropdown menu.

You can click on Make Payment to access the Payment Submission screen. (See page 28 of this manual for details regarding Payment Submission.)

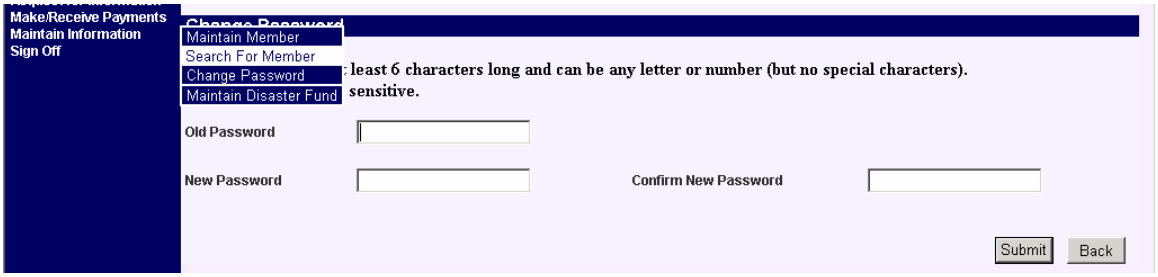
Clicking on the Previous button takes the operator to the previous page of Maintain Member.

When finished entering all information, press Update to submit and update the member information.

Search for Member

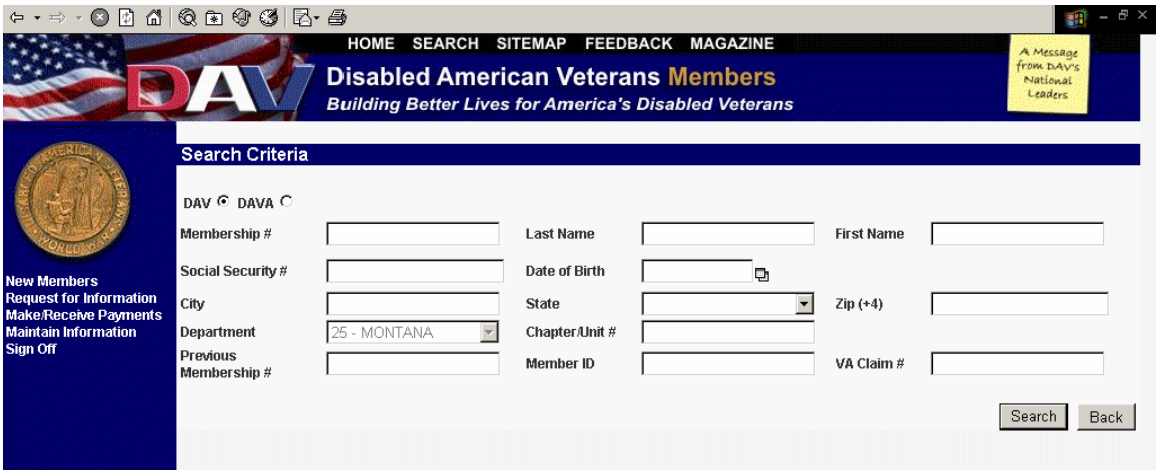
Navigation

From the Maintain Information menu, select Search For Member.



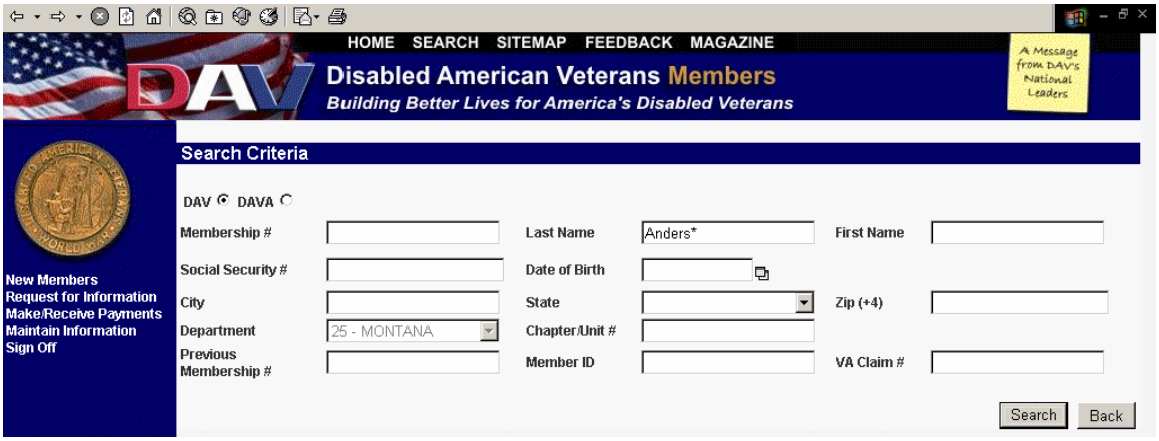
Overview

The purpose of this screen is to search for a member.

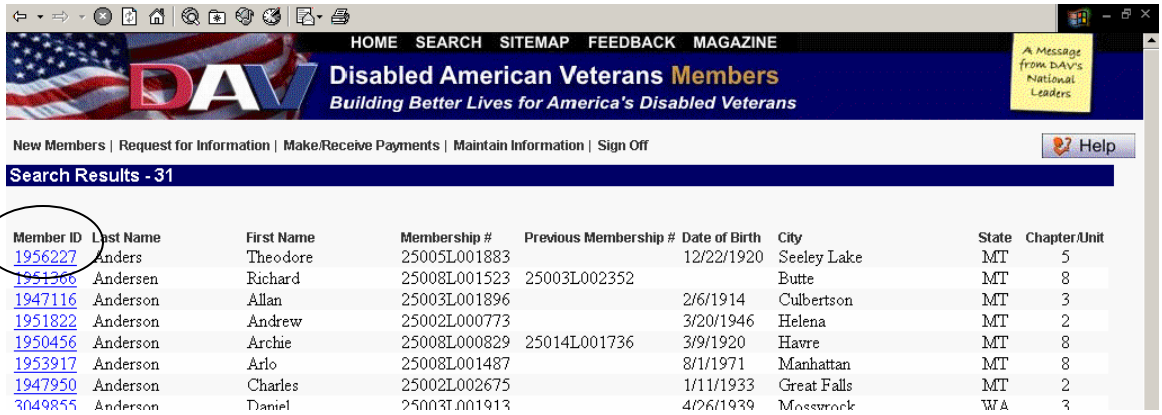


Usage

Input any known information and click on Search. Note that you do not need to input all information, but the more definitive the information, the more specific your results will be. You may also perform a "wild card search" by using an asterisk (*) in the name fields if you are unsure of the spelling of the name. Ex: you can type in Anders* for the last name if you do not know if the spelling is Andersen or Anderson. The results will be any names that start with Anders. Note also that this search screen is not case sensitive.



The results of this search will display in the following format:

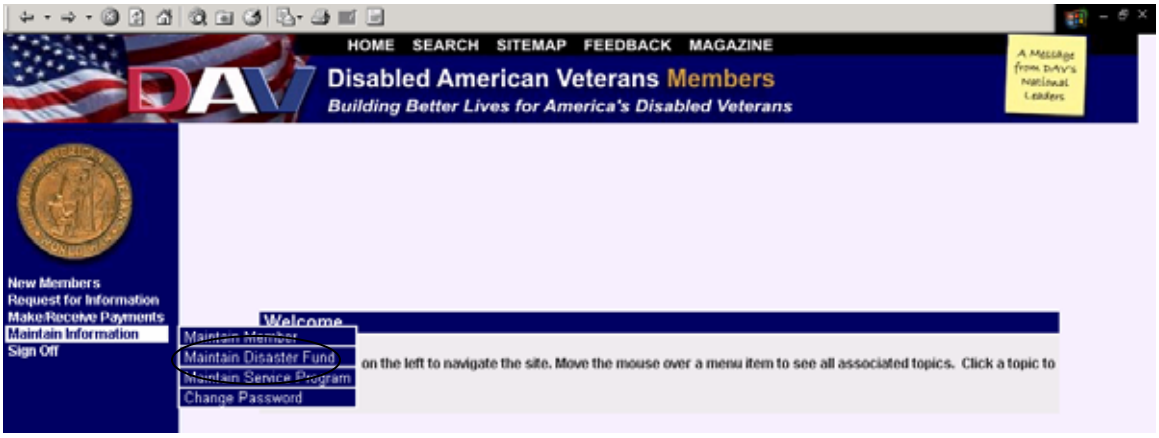

HOME SEARCH SITEMAP FEEDBACK MAGAZINE
Disabled American Veterans Members
Building Better Lives for America's Disabled Veterans
A Message from DAV's National Leaders
New Members | Request for Information | Make/Receive Payments | Maintain Information | Sign Off
Help
Search Results - 31
Member ID Last Name First Name Membership # Previous Membership # Date of Birth City State Chapter/Unit
1956227 Anders Theodore 25005L001883 12/22/1920 Seeley Lake MT 5
1951366 Andersen Richard 25008L001523 25003L002352 Butte MT 8
1947116 Anderson Allan 25003L001896 2/6/1914 Culbertson MT 3
1951822 Anderson Andrew 25002L000773 3/20/1946 Helena MT 2
1950456 Anderson Archie 25008L000829 25014L001736 3/9/1920 Havre MT 8
1953917 Anderson Arlo 25008L001487 8/1/1971 Manhattan MT 8
1947950 Anderson Charles 25002L002675 1/11/1933 Great Falls MT 2

The Member ID column displays the Member ID in a hyperlink format (see circled item above) which you can click on to access that particular member's record. Once you have located the record you desire, you can make changes to the member's information as described on pages 30 – 33 in this manual.

Maintain Disaster Fund

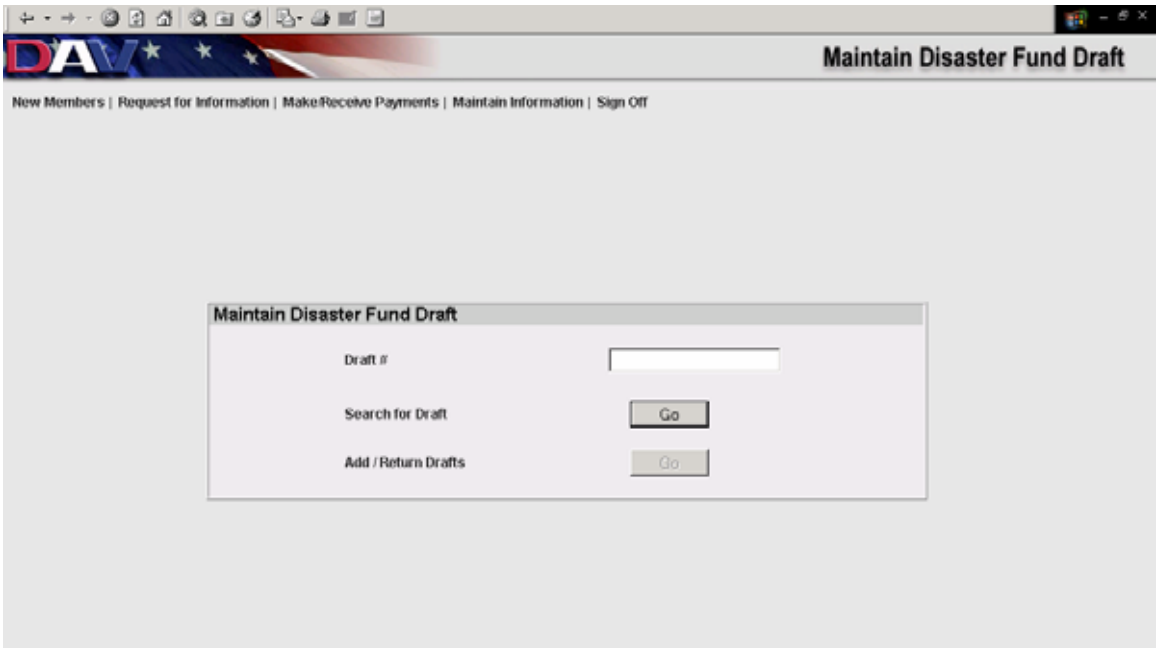
Navigation

From the Maintain Information menu, select Maintain Disaster Fund.


HOME SEARCH SITEMAP FEEDBACK MAGAZINE
Disabled American Veterans Members
Building Better Lives for America's Disabled Veterans
New Members
Request for Information
Make/Receive Payments
Maintain Information
Sign Off
Welcome
Maintain Disaster Fund
Change Password
on the left to navigate the site. Move the mouse over a menu item to see all associated topics. Click a topic to

Overview

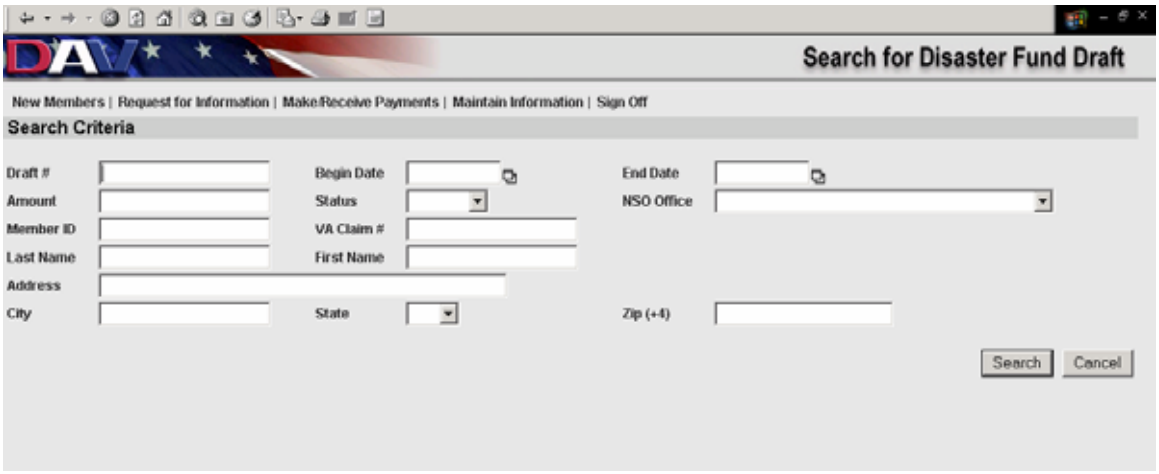
The purpose of this screen is to determine whether or not a veteran has received a disaster payment.


Maintain Disaster Fund Draft
New Members | Request for Information | Make/Receive Payments | Maintain Information | Sign Off
Maintain Disaster Fund Draft
Draft #
Search for Draft
Go
Add / Return Drafts
Go

Usage

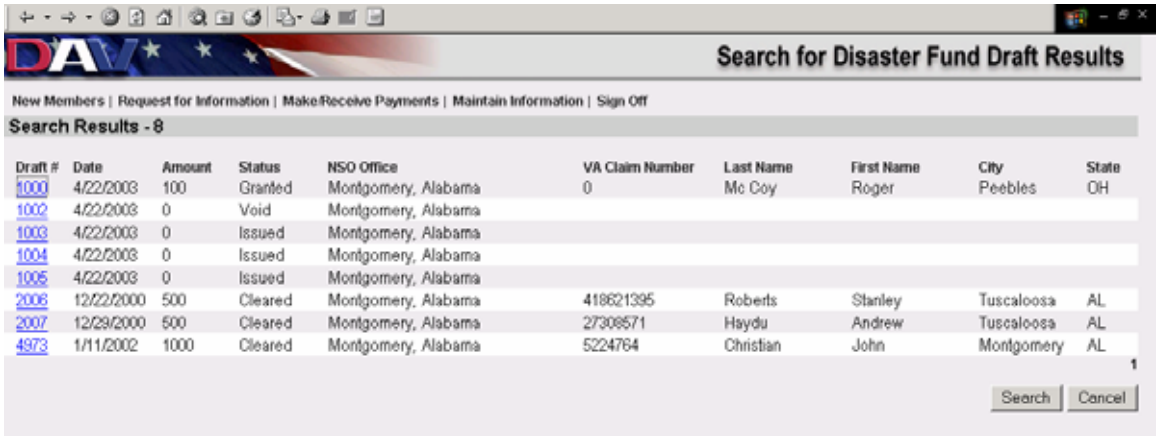
The operator may jump directly to the desired draft by entering the draft number and clicking on the Go button associated with Search for Draft.

If the draft number is not known, then clicking on the Go button associated with Search for Draft brings up the search screen:



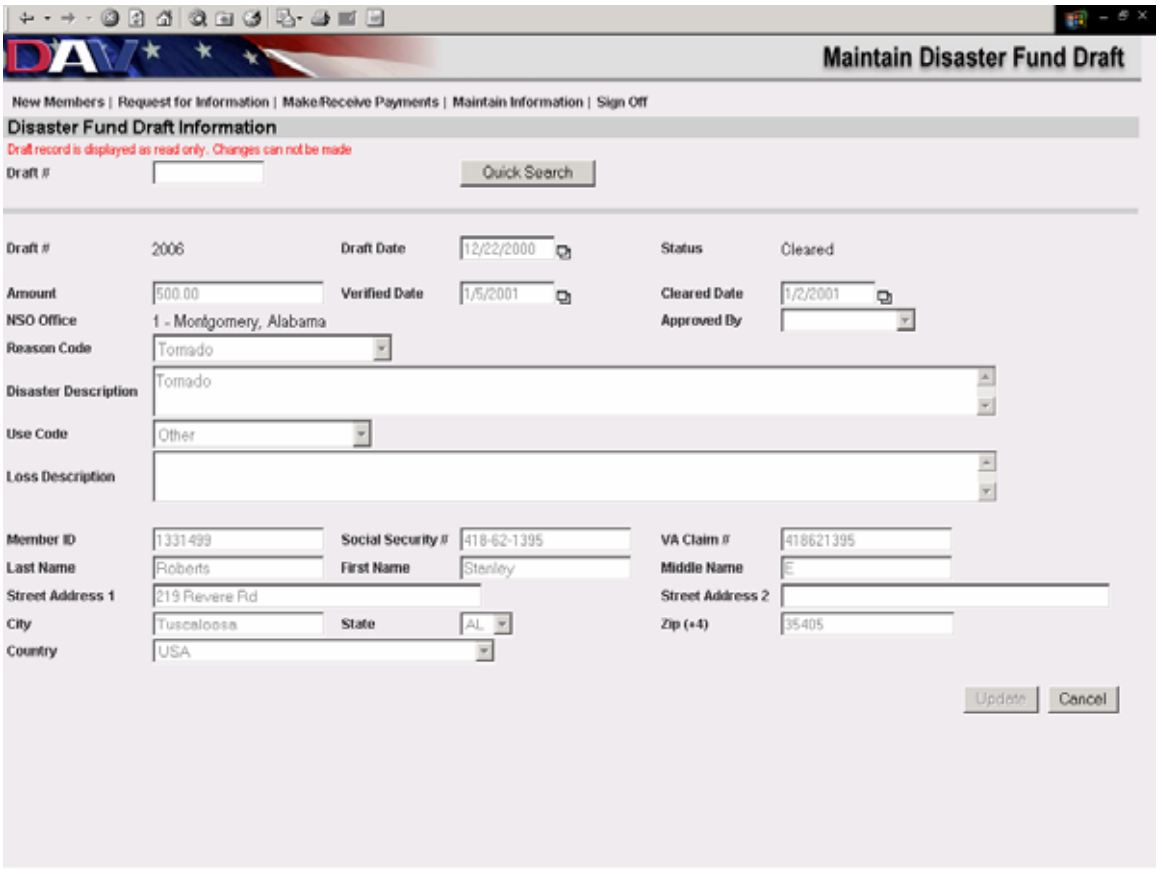
Type in the appropriate field whatever information you have, and click on the Search button. Note: you can search using one field or you can search using multiple fields to help narrow your search.

Once you have clicked on Search, if there are records available, they will display in the following format:


Search for Disaster Fund Draft Results
New Members | Request for Information | Make/Receive Payments | Maintain Information | Sign Off
Search Results - 8
Draft # Date Amount Status NSO Office VA Claim Number Last Name First Name City State
1000 4/22/2003 100 Granted Montgomery, Alabama 0 Mc Coy Roger Peebles OH
1002 4/22/2003 0 Void Montgomery, Alabama
1003 4/22/2003 0 Issued Montgomery, Alabama
1004 4/22/2003 0 Issued Montgomery, Alabama
1005 4/22/2003 0 Issued Montgomery, Alabama
2006 12/22/2000 500 Cleared Montgomery, Alabama 418621395 Roberts Stanley Tuscaloosa AL
2007 12/29/2000 500 Cleared Montgomery, Alabama 27308571 Haydu Andrew Tuscaloosa AL
4973 1/11/2002 1000 Cleared Montgomery, Alabama 5224764 Christian John Montgomery AL
1
Search
Cancel

To view a particular record, click on the draft number associated with that record.

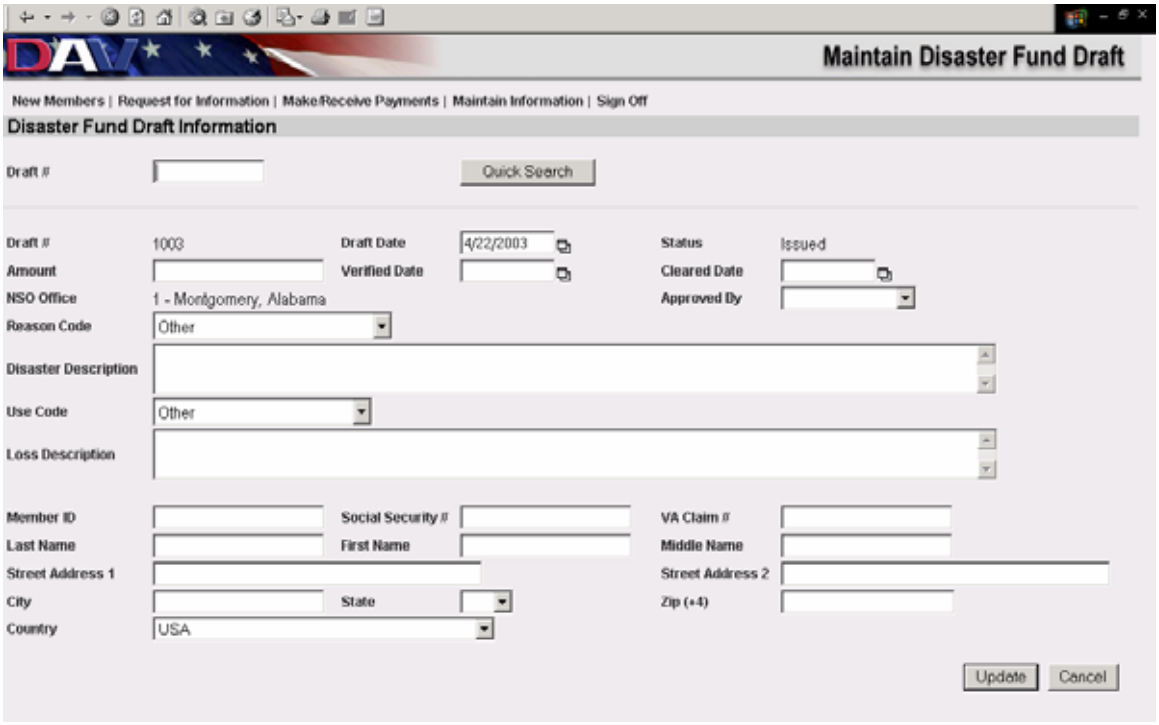
A draft with a Cleared status will only display in read only format shown below. This means that no edits can be made to this record.



If the draft has a status of Void, it will also be in a read only format. You can make edits to any drafts with a status of Issued or Granted.

To move to another draft without going back to the intro or search screens enter the draft number in the Draft # field and click on the Quick Search button.

An issued draft will display in the following format:



Complete the following draft information:

- Draft Date
- Amount the draft is issued for
- Approved by (the NSO officer who completed the draft – you can use the drop down menu to select one.)
- Reason Code
- Disaster Description (up to 255 characters)
- Use Code
- Loss Description (up to 255 characters)
- Member ID (**leave blank – this is not the membership number**)
- Social Security Number (optional; if available, enter using dashes)
- VA Claim # (optional; if available, enter without using dashes)
- Last Name (of payee)
- First Name (of payee)
- Middle Name (of payee)
- Street Address
- City
- State
- Zip

Once you have entered all available information, click on the Update button.

When adding foreign addresses set the State to 'XX' and the Zip Code to '00000'.